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## STUDENT INTERNSHIP POSITIONS: DEVELOPMENT PLANNING

An internship programme is an intervention by the City of Johannesburg to address the growing demand by a tertiary institution for students to undergo on-the-job exposure, as a pre-requisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. The City is committed to providing work-based training for students.

- This Vacancy is open to all qualifying **STUDENTS** in the Johannesburg Community for a period **not exceeding 18 months**
- Interested applicants are invited to apply for the positions listed in the circular.
- Complete the online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.

### WHERE TO APPLY

[https://www.joburg.org.za/work/\\_Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx](https://www.joburg.org.za/work/_Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx)

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.



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The City of Johannesburg (CoJ), Development Planning Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Development Planning  
**BRANCH:** Executive Directors Office  
**DESIGNATION:** Internship: Administration  
**REMUNERATION:**  
 (Qualification completed with min 360 credits): R9 960,45 pm (Basic Salary, no benefits)  
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)  
**LOCATION:** Braamfontein, Johannesburg

**Minimum Requirements:**

- Matric/Grade 12 plus Diploma or Degree in Administration/ Public Administration/Business Management.
- Confirmation letter from institution;
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

**Primary Function:**

**Provide effective and comprehensive administrative support and logistical services to the office to ensure the efficiency of business Unit.**

**Key Learning Areas:**

- Coordinate administrative requirements associated with the office functionality;
- Arrange internal and external meetings by booking the venues and ensuring that all necessary logistics are in place
- Recording and compiling minutes of the meetings and track progress/ follow up in decision taken during meetings.
- Co-ordination of record system.
- Maintain a well-structured records classification system for easy retrieval of information

**Leading Competencies:**

- Computer literacy.
- Communication (verbal and written) skills.
- Accountable and ability to maintain privacy and confidentiality.

**Core Competencies:**

- Good multi-tasking skills;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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**ENQUIRIES ONLY:**

Contact Person: Thabang Mushwana

Tel No: 011 407 6579

**Please take note that only online applications will be considered. Please apply by using the following link below:**

[https://share-eu1.hsforms.com/1\\_PadjvPRsmvToAQDPXKKAew554](https://share-eu1.hsforms.com/1_PadjvPRsmvToAQDPXKKAew554)

**APPLY ONLINE VIA WEBSITE:** [www.joburg.org.za](http://www.joburg.org.za)

**CLOSING DATE: FRIDAY, 21 MARCH 2025**

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The City of Johannesburg (CoJ), Development Planning Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Development Planning  
**BRANCH:** Spatial Transformation Projects  
**DESIGNATION:** Internship: Spatial Transformation Projects  
**REMUNERATION:**

(Qualification completed with min 360 credits): R9 960,45 pm (Basic Salary, no benefits)

(Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

**LOCATION:** Braamfontein, Johannesburg

**Minimum Requirements:**

- Matric/Grade 12 plus NQF Level 7 qualification in the built environment or equivalent
- Exposure to project management processes and modules will be an advantage.
- Confirmation letter from Institution
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

**Primary Function:**

To support the project management, implementation and contract administration of spatial projects. Support the tracking of targets for spatial projects to ensure delivery of results, in accordance with the signed agreement and agreed work plans. Coordinate engagements with projects partners. To be the custodian of data and material relating to the project and project performance. Perform administrative duties relating to the project management, implementation and contract administration. Support the effectiveness and efficiency of the Directorate's operations.

**Key Learning Areas:**

- Support the implementation of Project Workplans;
- Produce drafts Project Expenditure Reports;
- Support the management of workflow and office administration of the Directorate;

**Leading Competencies:**

- Computer literacy;
- Basic Project Management skills;
- Adaptability and self-starting skills;
- Excellent verbal and written communication skills;
- Ability to analyze and interpret large volumes of information;
- Interpersonal skills and diplomacy;
- Ability to develop professional networks and maintain key relationships;
- Organizational skills



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### **Core Competencies:**

- Knowledge of SPLUMA;
- Project Management Frameworks and Legislation;
- Local Government Municipal Structures Act, 1998;
- Local Government Municipal Systems Act, 2000;
- Local Government Municipal Finance Management Act, 56 of 20023 (MFMA)
- Local Government Municipal Performance Management Regulations, 2001;
- Local Government Municipal Structures Act, 1998.
- Ability to resolve conflict and undertake complex negotiations;
- Ability to function and work with little supervision ;
- Knowledge of technical and operational logistics

### **ENQUIRIES ONLY:**

**Contact Person:** Thabang Mushwana

**Tel No:** 011 407 6579

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<https://share-eu1.hsforms.com/1AFLHyESiT0We0jCKzEDK0qew554>

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<b><u>DEPARTMENT:</u></b>	<b>Development Planning</b>
<b><u>BRANCH:</u></b>	<b>Land use Development Management</b>
<b><u>DESIGNATION:</u></b>	<b>Internship: IT Programme</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 960,45 pm (Basic Salary, no benefits)</b>
(Enrolled as a student)	<b>: R3 500,00 pm (Basic salary, no benefits)</b>
<b><u>LOCATION:</u></b>	<b>Braamfontein, Johannesburg</b>

#### **Minimum Requirements:**

- Matric plus Diploma / Degree in Information Technology (IT) or Equivalent Qualifications Registered at NQF level 6/7
- Understanding of IT Systems
- Confirmation letter from a Qualified Institution
- Computer Literacy – E.g. Microsoft Applications
- Only City of Johannesburg Residents will be Considered.

#### **Primary Function:**

The purpose of the Job is for the Intern to be an Administrator of Town Planning Application System (TAS) and other related IT Systems. TAS is an integrated system within Development Planning and is integrated with other Departments and Municipal Owned Entities (MOES) within the City of Johannesburg. The Intern's main duties will be to manage Users, System Issues and System Enhancements of TAS.

#### **Key Learning Areas:**

- Manage large Datasets, perform Data Analysis and produce Reports and write Technical Documents. In addition, the Job will also enable Land Use Development Management (LUDM) Directorate to provide Knowledge and Skills Transfer to the Successful Intern.

#### **Leading Competencies:**

- IT Literacy
- Ability to Follow and Apply Instructions
- Good Interpersonal and Communication Skills
- Coordination and Problem-Solving Skills
- Ability to Write and Have Presentation Skills

#### **Core Competencies:**

- Must form part of a Multidisciplinary Team
- Batho Pele Principles Collaborative/Teamwork, Values and Integrity
- Attention to Detail and Be Quality Focused
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism



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