JOB OPPORTUNITY

VACANCY ALERT

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STUDENT INTERNSHIP POSITIONS:
COMMUNITY DEVELOPMENT DEPARTMENT

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 internship opportunity is applicable to youth in the Johannesburg communities, who qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study
- 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).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- The City of Johannesburg reserves the right not to make an appointment.
- 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

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.

STUDENT INTERNSHIP CIRCULAR 032/2025

City of Johannesburg

Publication Date:
Frday,07 November 2025

Closing Date:
Thursday, 20 November 2025

Internship opportunity for all qualifying Students in the Johannesburg Community

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

Department: Community Development
Branch: **Business Management & Support Unit**
Designation: **Internship: Governance, Risk Management & Compliance**
Remuneration: **R10 109,86 pm (Basic Salary, no benefits)**
Location: Temporary: JD House 7th Floor, 27 Stiemens Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF 4) plus a Diploma or Degree (NQF 6/7) in Public Management, Business Administration, or related field with a focus on Risk Management and/or Compliance (Qualification completed with minimum 360 credits).
- Only City of Johannesburg residents will be considered**.**

Primary Function:
To provide administrative and analytical support to the Business Management Support Directorate in the areas of governance, risk management, compliance monitoring, and performance reporting. The internship aims to expose the incumbent to municipal governance processes, strengthen analytical and coordination abilities, and contribute to maintaining transparent and ethical service delivery in line with Batho Pele Principles.

Key Learning Areas:

- Assist the Directorate with coordination of governance, risk and compliance documentation;
- Assist with collation and verification of performance evidence,
- Provide general office and meeting support,
- Contribute to communication and awareness activities,
- Support audit preparation and information management,

Leading Competencies:

- Computer literacy (Word, Excel, PowerPoint, Outlook).
- Competence in Excel-based data tracking or dashboard reporting.
- Verbal and written communication skills.
- Organisational and time management abilities.
- Analytical and problem-solving skills.
- Accuracy and attention to detail.
- Confidentiality and professionalism.
- Teamwork and adaptability.

Core Competencies:

- Basic understanding of municipal governance and risk management.
- Ability to interpret governance frameworks, risk policy, and compliance standards.
- Awareness of Batho Pele Principles and ethical conduct.
- Familiarity with records management and performance monitoring.

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

https://share-eu1.hsforms.com/13M1qCe6eTVOQpd1iMdgmGAew554

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Asonele Ngalonkulu
Tel No: (011) 407 6553

CLOSING DATE: THURSDAY, 20 NOVEMBER 2025

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STUDENT INTERNSHIP CIRCULAR 032/2025

City of Johannesburg

Publication Date:
Friday, 17 November 2025

Closing Date:
Thursday, 20 November 2025

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

Department: Community Development
Branch: **Business Management & Support Unit**
Designation: **Internship: Liaison & Public Relations**
Remuneration: **R10 109,86 pm (Basic Salary, no benefits)**
Location: Temporary: JD House 7th Floor, 27 Stiemens Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF Level 4) plus a Diploma or Degree (NQF Level 6/7) in Journalism, Communications, Marketing, or Public Relations (Qualification completed with minimum 360 credits).
- Only City of Johannesburg residents will be considered**.**

Primary Function:
To provide administrative and creative support to the Business Management Support Directorate in implementing communication, branding, and public liaison activities that enhance departmental visibility, stakeholder engagement, and knowledge-sharing. The internship aims to expose the incumbent to municipal communication processes, equip them with experience in designing and publishing internal media products such as the departmental newsletter, and contribute to consistent and professional communication in line with City of Johannesburg branding and communication protocols.

Key Learning Areas:

- Assist with drafting and preparation of internal and external communication materials;
- Support the layout, design, and content compilation of the departmental quarterly newsletter
- Assist with public liaison, event communication, and programme documentation;
- Contribute to the preparation, publication, and analysis of content for departmental and directorate social-media pages;
- Provide administrative, coordination, and record-keeping support for communication, liaison, and stakeholder management.

Leading Competencies:

- Computer literacy (Word, Excel, PowerPoint, Outlook).
- Competence in Excel-based data tracking or dashboard reporting.
- Verbal and written communication skills.
- Organisational and time management abilities.
- Analytical and problem-solving skills.
- Accuracy and attention to detail.
- Confidentiality and professionalism.
- Teamwork and adaptability.
- Creativity and visual communication awareness (e.g. basic design layout or content presentation).

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Core Competencies:

- Basic understanding of private or public-sector communication and branding guidelines.
- Awareness of Batho Pele Principles and municipal service-delivery values.
- Familiarity with internal communication channels, social-media platforms, and digital-content management.
- Basic understanding of stakeholder management and event communication.

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

https://share-eu1.hsforms.com/1Us-cg1ZfSnWbITzY0vC0tAew554

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Viwe Nkohla
Tel No: (011) 407 6553

CLOSING DATE: THURSDAY, 20 NOVEMBER 2025

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

Department: Community Development
Branch: **Executive Directors Office**
Designation: **Internship: Executive Directors Office**
Remuneration: **R10 109,86 pm (Basic Salary, no benefits)**
Location: 124 Van Beek Street, Johannesburg Stadium

Minimum Requirements:

- Grade 12 (NQF Level 4) plus a Diploma or Degree (NQF level 6/7) in Public Administration, Office Management, or Secretarial Studies (Qualification completed with minimum 360 credits):
- Only City of Johannesburg residents will be considered**.**

Primary Function:
To provide administrative, secretarial, and executive support to the Office of the Executive Director: Community Development. The intern will assist in maintaining efficient communication, record-keeping, meeting coordination, and diary management functions, thereby gaining practical exposure to executive level operations, governance protocols, and professional office management within a municipal environment.

Key Learning Areas:

- Assist with general office administration and frontline support.
- Assist with scheduling and logistics for the Executive Directors meetings.
- Assist with filing, retrieval and tracking of records.
- Support preparation and dissemination of routine communication.
- Assist with preparation for governance and management forums.
- Provide routine HR/office logistics support.

Leading Competencies:

- Computer literacy (Word, Excel, PowerPoint, Outlook).
- Good written and verbal communication.
- Professional presentation and interpersonal skills.
- Attention to detail, and confidentiality and accuracy in handling information.
- Time management, organisation, and multitasking.

Core Competencies:

- Basic administrative and clerical procedures.
- Understanding of office and telephone etiquette.
- Familiarity with Microsoft Office and Microsoft Teams.
- Awareness of municipal governance and Batho Pele Principles.

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APPLY ONLINE VIA WEBSITE: www.joburg.org.za

ENQUIRIES ONLY:
Contact Person: Ntokozo Mandlazi
Tel No: (011) 407 6553

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