JOB OPPORTUNITY

VACANCY ALERT

Joburg

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STUDENT INTERNSHIP POSITION:
HUMAN SETTLEMENTS 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 prerequisite 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.

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

DEPARTMENT: Human Settlements
BRANCH: **Policy, Planning and Research**
DESIGNATION: **Internship: Policy, Planning & Research**
REMUNERATION:
(Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)
LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:
- Grade 12 (NQF level 4) plus NQF level 7 qualification in the following fields: Housing/Human Settlements/Public Administration/Public Policy/Development Studies/Law/ or related Social Sciences discipline;
- Only City of Joburg residents will be considered.

Primary Function:
Contribute towards the undertaking of research in the directorate. Assist with the development of policies and guidelines through baseline research. Facilitate the coordination of forums, stakeholder engagements and public participation processes. Support the administrative functions within the directorate.

Key Learning Areas:
- Contribute towards the producing/undertaking of quality research and research reports in the Directorate;
- Assist with policy development processes in the Directorate;
- Support the coordination of forums, stakeholder engagements and public participation processes;
- Assist with administrative duties to ensure effective administrative support for the smooth operations within the Directorate.

Leading Competencies:
- High level of confidentiality and organisation skills;
- Flexibility and adaptability;
- Interpersonal, decision-making and problem-solving ability;
- Strong work ethic;
- Ability to work under pressure and Independently;
- Ability to prioritise;
- Sound numerical ability;
- Good time management skills;
- Analytical and research skills.

Core Competencies:
- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint);
- Language literacy (reading and writing) in English;
- Knowledge of the public service sector;
- Knowledge of the Human Settlements environment and challenges;

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- Multidisciplinary team;
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:
Contact Person: Nonjabulo Sibiya
Tel No: (011) 061 3141

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

https://share.hsforms.com/1Z_Ib8hqASxC74o9clwBaog469tl

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

TIPS FOR CANDIDATES - https://joburg.org.za/work_/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx

CLOSING DATE: FRIDAY, 03 JULY 2026

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