



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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 qualifies for this internship and have never participated in an internship programme before.
- This Vacancy is open to all qualifying **STUDENTS / YOUTH** 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.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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: Library and Information Services
Designation: Internship: Library and Information Services

Remuneration:
 (Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**
LOCATION: Various Regions

Minimum Requirements:

- Grade 12 (NQF level 4) plus a tertiary qualification (Library and Information qualification; Records management and Archives; Information Technology, Information and Knowledge Management;
- Application who previously participated in the programme will not be considered;
- Computer literacy;
- Must be able to work 40 hours per week including weekends;
- This position is open to YOUTH in the Johannesburg community;
- Only City of Joburg residents will be considered.

Primary Function:

Assist the Senior Librarian/Librarian in rendering a direct Library and information Service to the public. Assisting with all administrative operations in the Library.

Key Learning Areas:

- Assist with the daily administrative and operational tasks of the Library.

Leading Competencies:

- Computer Skills;
- Communication and interpersonal skill.

Core Competencies:

- Required standard of literacy, numeracy, computer literate and general knowledge.
- Knowledge management; Information Technology (digitalisation).

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

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

<https://share.hsforms.com/1Uu97a7xBTrmBkhulFlzQbw469tl>

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



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

ENQUIRIES ONLY:

Contact Person: Winnifred Lekabe

Email Address: WinnifredL@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVS, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

CLOSING DATE: THURSDAY, 15 OCTOBER 2026

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. Only shortlisted applicants will be contacted.