JOB OPPORTUNITY

VACANCY ALERT

Joburg

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STUDENT INTERNSHIP POSITION:
DEVELOPMENT PLANNING 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** 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.

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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: **Building Development Management**
Designation: **Internship: Building Development Management**
Remuneration:
(Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits) OR
(Enrolled as a student): R 4 951,88 pm (Basic salary, no benefits)
LOCATION: 100 Carr Street, Newtown Junction Mall, Nedbank Building

Minimum Requirements:

- Grade 12 (NQF level 4) plus a relevant NQF level 6 qualification; a Diploma/ National Diploma: Archives & Records Management;
- No experience;
- Only City of Joburg residents will be considered.

Primary Function:
To assist the records and archives session within Building Development Management in organizing the records and Archives section to ensure the easy filling and retrieval of building plan applications.

Key Learning Areas:

- File, maintain and access records of building plans applications and associated correspondence;
- Perform various ad-hoc duties delegated by the Operations Manager from time to time by providing relevant and timeous support to the manager/Assistant Director to ensure that he/she receives professional support for the achievement of the Unit's delivery objectives.

Leading Competencies:

- Excellent verbal and written communication skills (to all levels & Personalities);
- Computer literacy in MSOffice package: Word, MS Computer Skills;
- Communication and interpersonal skills.

Core Competencies:

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

"Applicants who applied on circular 027/2006 are encouraged to re-apply"

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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/1j0gaOv9tQN-vmvMe0Vmzwg469tl

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

ENQUIRIES ONLY:
Contact Person: Thabang Mushwana
Email Address: ThabangM@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: WEDNESDAY, 11 NOVEMBER 2026

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