a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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EXTENSION NOTICE OF PUBLICATION PERIOD ON

STUDENT INTERNSHIP CIRCULAR 033/2026

The City of Johannesburg (CoJ) published the below position in the above Circular.

PUBLISHED DATE: **THURSDAY, 05 NOVEMBER 2026**

CLOSING DATE: **WEDNESDAY, 11 NOVEMBER 2026**

PLEASE NOTE THAT THE CLOSING DATE FOR THE POSITION BELOW HAS BEEN EXTENDED UNTIL 16 NOVEMBER 2026

STUDENT INTERNSHIP POSITION: DEVELOPMENT PLANNING DEPARTMENT

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 027/2026 are encouraged to re-apply"

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: MONDAY, 16 NOVEMBER 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.

THE DEPARTMENT WISHES TO APOLOGISE FOR THE INCONVENIENCE CAUSED