



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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: Business Management Support
DESIGNATION: Internship: Business Management Support

REMUNERATION:

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

(Enrolled as a student) : **R3 500.00 pm (Basic salary, no benefits)**

LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12/Matric plus a National Diploma (NQF level 6) in Graphic Design or a related art or design-based subject;
- Design portfolio and examples of work required;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Create visual communication to convey the department's messages in an effective and aesthetically pleasing manner. This incorporates several tasks and responsibilities such as using graphic design tools, including design software to design and proofread web pages, brochures and leaflets, charts and graphs, flow diagrams, infographics, presentation visuals, illustrations, publication design, cover designs, brochures, posters, logos, event programmes, digital banners, invitations, advertisements, and other communication materials.

Key Learning Areas:

- Design or create communication materials through the use of technology, including computer software programmes;
- Consult and communicate on the design and production of communication materials;
- Using technology and graphic design tools to create visual products for use of dissemination on the department's communication platforms.

Leading Competencies:


- Strong Computer Literacy and Office applications;
- Artistic and creative;
- Sound presentation, verbal, visual and written communication skills;
- Ability to work independently after receiving initial guidance;
- Organisational skills;
- Detail-oriented and team player;
- Flexibility/adaptability;
- Interpersonal abilities;
- Ability to plan, organise, and prioritise work;
- Creative problem-solving.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Core Competencies:

- Familiarity with Computer Applications Technology/Design software;
- Understanding of HTML and other web design applications;
- Planning and organising.
- Language proficiency (reading and writing) in English.

ENQUIRIES ONLY:

Contact Person: Nonzukiso Mkhanya
Tel No: (011) 375 6164 / 081 3141

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

https://share.hsforms.com/1wvZztbopTROWyAL_S7QTmQ469tl

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: WEDNESDAY, 08 JULY 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