

INTERNSHIPS 2025/2026

Metropolitan Tech Company invites applications for Internship opportunities in the below-mentioned fields. The purpose of the internship program is to offer graduates with no relevant work experience the opportunity to obtain practical workplace exposure and experience. The Internship Programme will run for a period not exceeding 18 months.

BRIEF BACKGROUND OF METROPOLITAN TECH COMPANY:

Metropolitan Tech Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the city, which will support socio-economic development through accelerated growth, and expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs, and provide available broadband access to the industry.

1. Designation: Network Support Interns x2 (Ref: MTCINT01/2026)

Job Responsibilities

- Participate in troubleshooting network Issues.
- Use internal tools to monitor, and repair network events.
- Basic knowledge of routing and switching technologies.
- Some understanding of fiber-optic technology including cable types, connector types, connector types, optic types, and optical transport technologies.
- Detail-oriented analytical, organization, and time management skills.
- Intend to return to a degree- program after the completion of the internship/co-op.
- Familiar with routing protocols such as IPv6, STP, VLAN, VRRP, LLDP, BGP, ISIS, OSP, and MPLS.

Job Requirements

- Grade 12, (NQF Level 4)
- BCom Degree in IT or Operations Management
- Solution-oriented and client-focused.
- Communication skills (Both written and verbal)
- Solution-oriented and client-focused
- Analytic mindset and attention to details
- Ability to set priorities and deadlines.
- Planning and organizing
- No prior job experience is required.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr4@mtc.joburg.org.za

2. Designation: Business Development intern x2 (Ref: MTCINT02/2026)

Job Responsibilities

- Conduct research by using a variety of methodologies.
- Analyse, interpret, and share (written) market, product, and industry-related research showing how it impacts the business and value proposition clients.
- Build client insights and profiles from the CRM client record, public information, research networks, and our client interactions.
- Produce insightful quantitative and qualitative client, prospective client, and competitor analyses that add value to retention and growth activities.
- Provide support to the business Development team in any way that maintains and enhances the client experience.
- Present client and solution-related information to the Business Development team and other areas within the company.
- Produce written research and articles covering the industry, market, and client topics as required.
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- Produce written research and articles covering the industry, market, product, and client topics as required.
- Qualitative and Quantitative Analyses to be performed (outside-in and inside-out analyses).
- Specific analyses to be provided on strategic prioritize in general and workplace, skills.

Job Requirements

- Grade 12, (NQF Level 4)
- Completed Degree or Diploma in Business Administration, Marketing Management, or IT field of study.
- Exceptional communication skills both verbal and written.
- Ability to think innovatively.
- Excellent time management and attention to detail.
- Highly analytical and passionate about data, with an ability to translate this into business benefits.
- Possess a get-it-done attitude, one who can roll up their sleeves and do what needs doing.
- No prior job experience is required.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr5@mtc.joburg.org.za

3. Designation: Management Support x1 (Ref: MTCINT03/2026)

Job Responsibilities

- Facilitating and coordinating all MTC marketing and communication aspects
- Facilitation and coordination of stakeholder engagements
- Feedback and reporting
- Focusing on the company's new brands and the rollout thereof.
- Assist in the development of marketing materials.
- Provide support to the team on daily administration tasks.
- Manage and monitor social media platforms.

Job Requirements

- Grade 12, (NQF Level 4)
- National Diploma/B Degree in Communication, Marketing, Public Relations, or equivalent.
- Desire and potential to learn.
- Detail orientation
- Ability to write accurate minutes which are a true reflection of meeting proceedings.
- Well-developed communication, presentation, and negotiation skills.
- Analytical and problem-solving skills.
- Report writing skills.
- Sound interpersonal skills.
- Above average planning and organizing skills.
- Highest level of Integrity and good judgment.
- Excellent computer skills.
- No prior job experience is required.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr6@mtc.joburg.org.za

4. Designation: Risk Management x1 (Ref: MTCINT04/2026)

Job Responsibilities

- Assist in identifying and evaluating potential risks across various departments and Units.
- Update and maintain the risk treatment action plans.
- Review the processes linked to control to identify control gaps.
- Analyse data and prepare reports to assist in risk assessment processes.
- Collaborate with cross-functional teams to ensure compliance with risk management policy and framework.
- Participate in meetings and risk assessment workshops to gain insights into risk management practices and techniques.
- Conduct research on Risk related topics.
- Minute-taking during meetings.

- Assist with the resolution and follow-up of actions and Issues arising from meetings.
- Keep abreast of changes in the regulatory and risk management landscape (both internal and external).
- Assist with the development and management of risk management plans.
- Assist with tracking and monitoring of key risk indicators, controls, and compliance with all applicable legislation.
- Assist in compiling risk and compliance reports.
- Identification and implementation of RM innovative and value-adding projects that will assist the business.
- Facilitate the insurance claiming process and loss control activities. Attend to any other responsibilities assigned.

Job Requirements

- Grade 12, (NQF Level 4)
- Be in possession of a three (3) year National Diploma or bachelor's degree in risk management or Internal Audit
- Computer literacy Microsoft Office Applications - Word, Excel, and PowerPoint.
- Analytical Skills and strong attention to detail.
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Result driven and self-motivated.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr7@mtc.joburg.org.za

5. Designation: Internal Audit x2 (Ref: MTCINT05/2026)

Job Responsibilities

- Participating in the development of the annual audit plan.
- Assist in Identifying weaknesses and areas for improvement to report to management.
- Drafting audit findings related to the economy, efficiency, and effectiveness of controls and governance.
- Assist in preparing and reviewing audit findings for submission to the Chief Audit Executive (CAE).
- Maintain good relations with the MTC departments before, during and after the audit to ensure departmental satisfaction.
- Execute audit steps as per the audit program by selecting sample, test sample, determine the impact of inadequacies or ineffectiveness of controls, gather evidence, complete work papers, and draw conclusion.
- Ensuring that policies, procedures, and guidelines affecting auditing are clearly understood.
- Assessing the level of internal compliance with Quality Assurance standards (IIA) in line with internal audit methodology e.g. Plan – Execution – Report and follow up.

- Maintaining and recommending improvements to standard operating procedures for auditing.
- Assisting in the administrative of the Internal Audit department to ensure files are ready for internal and external assessment in line with the Global internal auditing standards.

Job Requirements

- Grade 12, (NQF Level 4)
- Three (3) years of relevant qualification in Internal Auditing
- Computer literacy Microsoft Office Applications - Word, Excel, and PowerPoint.
- Strong analytical and problem-solving skill.
- Strong organizational skills and ability to meet deadlines.
- Confidentiality and Trustworthy.
- Ability to work collaboratively in a team environment.
- Should have good written and oral communication skills.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr8@mtc.joburg.org.za

6. Designation: IT x1 (Ref: MTCINT06/2026)

Job Responsibilities

- Setting up hardware and software for new employees.
- Providing first-level technical support to staff.
- Assisting in troubleshooting common IT issues.
- Managing IT inventory and system updates.
- Supporting the senior IT team in ongoing projects.
- Stay updated on the latest technology trends and assist in recommending improvements to existing systems.

Job Requirements

- Grade 12, (NQF Level 4)
- Be in possession of a three (3) year National Diploma or bachelor's degree in information technology or any related field.
- Basic knowledge of IT systems, including Windows, Office 365, and hardware setup.
- Familiarity with troubleshooting software and hardware issues.
- Good communication skills and a willingness to learn.
- Good time management skills, problem solving as well as critical thinking.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr9@mtc.joburg.org.za

7. Designation: Company Secretary x1 (Ref: MTCINT07/2026)

Job Responsibilities

- Assisting in ensuring a high standard of corporate governance
- Conducting board and committee meetings, post and pre-meeting documentation,
- Ensuring necessary filing,
- Monitoring compliances,
- Record-keeping,
- Provide relevant corporate secretarial support under various jurisdictions.
- Assisting in drafting minutes and drafting resolutions
- Assisting in organizing and preparing agendas and papers for board meetings, committees, and shareholder meetings
- Compile Legal and Company Secretarial reports

Job Requirements

- Grade 12, (NQF Level 4)
- Degree/ Diploma in Public Administration, Corporate Governance and or LLB
- Ability to write accurate minutes which are a true reflection of meeting proceedings.
- Well-developed communication, presentation, and negotiation skills.
- Analytical and problem-solving skills.
- Report writing skills.
- Sound interpersonal skills.
- Above average planning and organizing skills.
- Highest level of Integrity and good judgment.
- Excellent computer skills.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr10@mtc.joburg.org.za

8. Designation: Supply Chain Management x2 (Ref: MTCINT08/2026)

Job Responsibilities

- Assist the contract manager in ensuring that the contract register is complete in detailing all contracts including start and end dates
- Assist the SCM officer to ensure the procurement of goods and services in line with the SCM policies and all applicable legislation.
- Assist in the preparation requisitions and purchase order and ensure it matches with the business specifications and the budget has been confirmed.
- Assist in monitoring performance of suppliers through regular interactions with project managers.
- Assist contract management and supply chain management in performing day to day administrative duties.
- Assist in ensuring that goods and services are rendered on time.
- Assist in compiling information to provide feedback to the end user.

- Assist supply chain management in the closing and recording of bids.
- Maintain accurate and safekeeping of all the SCM records.

Job Requirements

- Grade 12, (NQF- Level 4)
- Bcom Degree in Supply Chain Management, Operations Management and/or equivalent qualification
- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Planning and organizing
- Result driven and self-motivated

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr11@mtc.joburg.org.za

9. Designation: Finance /Administration Management intern x2 (Ref: MTCINT09/2026)

Job Responsibilities

- Managing accounts receivable and payable, as well as expenses
- Assist in the filing of invoices and tax payments, as well as reviewing and processing reimbursements,
- Reconciliation and Financial Reporting
- Keeping abreast of regulatory requirements and best practices in financial administration
- Ensuring all invoices are completely processed for the month, raising provisions where necessary.
- Reconciliation of all receipts, payments, and other financial transactions
- Prepare administrative spreadsheets on excel (Microsoft office)
- Assist in accessing invoices on the MTC online invoice portal to enable compliance checks.
- Assist in inspecting invoices for compliance in accordance with MTC and SARS requirements.
- General Finance Administration function which includes sorting out invoices for use by the accountants and billing accountants.
- Filing source documents electronically on share-point (online)
- Assist in the scanning and record keeping of payment packs.
- Assist in preparing annual audit documentation for submission to the AGSA.
- Assist in engaging suppliers on the administrative requirements for invoices to be prepared for payment.
- Performing other duties as required.

Job Requirements

- Grade 12, (NQF- Level 4)
- BCom graduate/Information technology/Administration or equivalent qualification
- Should be capable of preparing files and maintaining records and documentation.
- Should have good written and oral communication skills.
- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Planning and organizing
- Result driven and self-motivated.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr12@mtc.joburg.org.za

10. Designation: Human Resource Management intern x1 (Ref: MTCINT10/2026)

Job Responsibilities

- Assist with recruitment and selection processes, including arranging interviews and communicating with candidates.
- Maintain and update employee records and HR databases.
- Assist with leave administration and employee file management.
- Support the onboarding and induction of new employees.
- Assist in the preparation of HR reports, letters, and other HR-related documentation.
- Provide administrative support for training and development activities.
- Assist with the implementation and communication of HR policies and procedures.
- Support employee wellness, performance management, and other HR initiatives.
- Ensure confidentiality of employee information and HR records.
- Perform any other HR and administrative duties.

Job Requirements

- Grade 12, (NQF - LEVEL 4)
- Three (3) years of relevant qualification in Human Resource Management
- Computer literacy Microsoft Office Applications - Word, Excel, and PowerPoint.
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.
- Good administrative and organizational skills.
- Ability to work independently and as part of a team.
- Attention to detail and ability to meet deadlines.
- No prior job experience is required.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr13@mtc.joburg.org.za

Please note the following:

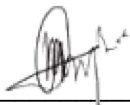
- Applicants who have benefited from an internship program and have previous formal employment in the field of study will not be considered. If after your appointment it is established that you have given false information you will be liable to instant dismissal.
- Applicants between the ages of 18 – 35 years will be considered,
- Applicants must have completed their qualification within the last two 2 years,
- and only the City of Joburg residents will be considered.

Closing Date: 02 July 2026 at 16:00

Contact Person: HR Department- hr@mtc.jobourg.org.za

Tel No.: (011) 032 0250

WE ENCOURAGE PEOPLE WITH DISABILITIES AND FROM OTHER DIVERSE BACKGROUNDS TO APPLY.



Celani Mathenjwa
Corporate Strategy and Reporting: Acting

19 June 2026

Date