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STUDENT INTERNSHIP POSITION: **Human Settlements**

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 prerequisite 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.



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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: Finance
Designation: Internship: Sales and Transfer
Remuneration:
 (Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**
Location: 222 Smit Street, Braamfontein

Minimum Requirements:

- A Matric/Grade 12 Certificate;
- Diploma in Public Management or Public Administration at NQF level 6;
- No experience;
- Only City of Joburg residents will be considered.

Primary Function:

Assist in performing Sales and Transfer activities relating to the Council-owned Rental Stock under the supervision of management.

Key Learning Areas:

- Administration support to ensure that the Sales and Transfer team is enabled to perform its basic function and the office is fully operational;
- Sales and Transfer core repetitive tasks to ensure that predefined initial administrative work of lodging and issuing title deeds is performed under close supervision;
- Stakeholder management by assisting the section in attending to internal and external stakeholders' requests and complaints.

Leading Competencies:

- Ability to work independently after receiving initial guidance;
- Ability to handle confidential information in a sensitive manner;
- Planning, organisational, and prioritising skills;
- Detail-oriented and a team player;
- Flexibility and adaptability;
- Computer literacy and proficiency in MS Office Suite and ability to analyse data using MS Excel;
- Excellent communication (verbal and written);
- Interpersonal abilities, self-confidence.

Core Competencies:

- Computer literacy and Office Applications;
- Language proficiency (reading and writing in English);
- Knowledge of Council's standard processes and procedures relating to providing administrative support;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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ENQUIRIES ONLY:

Contact Person: Nomahlubi Masango
Tel No: 011 021 8100/7975/8021

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

https://share.hsforms.com/1c22ekluuRiGIRJL_IF2Abg469tI

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

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

CLOSING DATE: FRIDAY, 19 JUNE 2026

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