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STUDENT INTERNSHIP POSITION: **Social Development**

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), Social Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Social Development
Branch: Targeted Beneficiaries Unit
Designation: Internship: Programme Coordinator PWD
Remuneration:
 (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)
Location: Traduna Building

Minimum Requirements:

- A Matric/Grade 12 Certificate;
- BA Social Sciences Degree at NQF level 7;
- No experience;
- Only City of Joburg residents will be considered.

Primary Function:

To coordinate and implement Social development programmes and projects for PWDs.

Key Learning Areas:

- Implement Development programmes for PWDs;
- Provide administrative support in relation to the Unit;
- Liaise with Stakeholders in the Region to ensure integration in services for PWD as per the relevant CoJ policies and procedures;
- Coordinate programmes for empowerment of Persons with Disabilities.

Leading Competencies:

- Working with the community and specifically PWDs;
- Language proficiency (reading and writing in English) and multilingual;
- Active listening;
- Presentation skills;
- 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;
- Report writing.

Core Competencies:

- Programme and Project Management;
- Knowledge of Council's standard processes and procedures relating to providing administrative support;



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- Social/Community development and Project management processes;
- Customer relations;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused.
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

ENQUIRIES ONLY:

Contact Person: Johannes Mofokeng

Tel No: 011 407 6704

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

https://share.hsforms.com/1P0Y-09D6SoCBmriOG_Cpog469tl

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: WEDNESDAY, 24 JUNE 2026

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