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STUDENT INTERNSHIP POSITIONS: **Environmental and Infrastructure Services Department**

The City of Johannesburg Internship Programme provides students and graduates with practical workplace experience to complement their academic studies and fulfil experiential learning requirements. The programme aims to develop workplace skills, enhance employability, and support the City's service delivery objectives.

- 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), Environmental and Infrastructure Services Department, has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Environmental and Infrastructure Services Department
Branch: Office of the Executive Director
Designation: Internship: Administration Officer
Remuneration:
 (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)
LOCATION: Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus a three (3) year qualification with 360 credits in Law, Administration, Public Governance, Business Management or Business Administration at NQF level 6 or equivalent;
- Only City of Joburg residents will be considered.

Primary Function:

Provide administrative support to the Office of the Executive Director.

Key Learning Areas:

- Coordinate procedural requirements associated with personnel development initiatives.
- Consolidate and submit mandatory documents (Individual Learning Plans, Declaration of Interest Forms, etc);
- Provide administrative support to the unit in relation to meetings;
- Render leave management administrative support to the Water Management and Biodiversity Section;
- Assist with registration, travel and accommodation arrangements and payments for attendance at workshops, seminars and conferences;
- Manage stationery and refreshment suppliers for the Directorate, ensuring timeous ordering and appropriate control of stock;
- Assist with general administrative support, preparation of invoices and supporting documentation for payment, receipt of documents, coordination of venue bookings and meetings, and submission and collation of performance management and skill development documentation.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good communication.
- Coordinating skills.

Core Competencies:

- Basic knowledge of Office Administration concepts and functions.

ENQUIRIES ONLY:

Contact Person: Revonal McKenzie
Tel No.: 011 082 7999



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

<https://share.hsforms.com/1qifX7IzWTm2xp9GwPEOeXA469tI>

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, 04 NOVEMBER 2026

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