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## STUDENT INTERNSHIP POSITIONS:

## Social Development 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

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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:** | **Substance Abuse Unit** |
| **Designation:** | **Intern: Substance Abuse** |
| **Remuneration:** | |
| **(Enrolled as a student):** | **R4 951,88 pm (Basic salary, no benefits)** |
| **Location:** | Social Development Department |

**Minimum Requirements:**

- Grade 12 / equivalent NQF level 4;
- Student Social Auxiliary Work Certificate, recognised by Health and Welfare SETA (HWSETA);
- Valid registration with the South African Council for Social Service Professions (SACSSP) as a student auxiliary worker;
- Only City of Joburg residents will be considered.

**Primary Function**:

**Provide ancillary services and perform tasks associated with frontline services, administrative support, community education, and empowerment of individuals, families, groups, and communities.**

**Key Performance Areas:**

- Provide frontline services which consist of collecting biographical information, scheduling appointments, and preparing related documents;
- Administrative support services for systematic management of information;
- Community education and empowerment; taking active participation in understanding community needs, assets, trends, and available support services for clients and continued aftercare services to clients;
- Provide practical and logistical support in preparation for outreach and educational programs;
- Participate in outreach services aimed at substance abuse prevention;
- Stakeholder relationship maintenance.

**Leading Competencies:**

- Basic computer literacy;
- Data collection and capturing skills;
- Basic counselling and communication skills
- High level of confidentiality and organisational skills;
- Basic report writing and record-keeping skills;
- Time Management, working independently, under pressure, and ability to prioritise.

**Core Competencies:**

- Basic knowledge of working with communities;
- Knowledge of working with a multi-disciplinary team and/or stakeholders;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;

**STUDENT INTERNSHIP CIRCULAR 031/2026**

**City of Johannesburg**

**Publication Date:**
**Thursday, 29 October 2026**

**Closing Date:**
**Thursday, 12 November 2026**

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**ENQUIRIES ONLY:**
**Contact Person**: Mathapelo Nare
**Email Address**: MathapeloN@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVs, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

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

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**CLOSING DATE: THURSDAY, 12 NOVEMBER 2026**

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**Department:** Social Development
**Branch:** **Integrated Policy Planning and Research (IPPR)**
**Designation:** **Internship: IPPR Administration**
**Remuneration:**
**(Qualification completed with min 360 credits):** **R10 109,86 pm (Basic Salary, no benefits**
**Location:** Social Development Department

**Minimum Requirements:**

- Grade 12 (NQF Level 4) plus a National Diploma in Public Administration / Public Management / Economics / Social Sciences at NQF Level 6 or higher;
- Only City of Johannesburg residents will be considered**.**

**Primary Function**:
**To provide essential administrative and logistical support to the integrated Policy Planning and Research Unit) IPPR), contributing to the smooth functioning of its daily operations. Assist with document management, scheduling, data entry, and coordination of meetings and workshops, while also offering exposure to Intergovernmental Relations (IGR), policy development and research process. Support the team in ensuring efficient workflow, accurate record-keeping, and effective communication, thereby gaining practical experience in a policy and research environment.**

**Key Learning Areas:**

- Secretariat Services;
- Administration.
- Reception / Telephonist and office support;
- Financial Management.

**Leading Competencies:**

- Computer literacy (Word, Excel, PowerPoint, Outlook).
- Verbal and written communication skills.
- Organisational and time management abilities.
- Analytical and problem-solving skills.
- Accuracy and attention to detail.

**Core Competencies:**

- Ability to work well within a team environment;
- Adhere to confidentiality principles;
- Professionalism
- HR Values and COJ Values;
- Batho Pele principles.

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**Contact Person**: Johannes Mofokeng
**Email Address**: JohanMofo@joburg.org.za *(The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVs, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement)*

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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:** **Food Resilience Unit**
**Designation:** **Internship: Food Value Chain**
**(Qualification completed with min 360 credits):** **R10 109,86 pm (Basic Salary, no benefits)**
**Location:** Traduna Building

**Minimum Requirements:**
- Grade 12/NQF level 4 plus a Degree/Diploma in Agriculture studies/Development studies or equivalent;
- Only City of Joburg residents will be considered.

**Primary Function**:
**Food value chains cover many areas of agricultural value-adding, food processing, quality, and food safety. Assist farmers to transform from primary agricultural practice into processed material from primary agriculture to final value-added product. The official/s will assist in the development of training, SABS (South African Bureau of Standards) standards, and HACCP (Hazard Analysis and Critical Control Points) certification compliance.**

**Key Performance Areas:**
- Implement activities that increase smallholder agricultural production and market linkage;
- Identify and establish food / agricultural value chain opportunities within the City;
- Execute food value chain implementation plans that assist farmers with market;
- Coordinate and collaborate with local partners;
- Plan and support agricultural market days in the regions;
- Stakeholder management with Farmers / agro-processors;
- Perform administrative work for the programs.

**Leading Competencies:**
- Marketing skills;
- Conflict management skills;
- Stakeholder mobilisation;
- Research skills;
- Project management skills;
- Monitoring and evaluation.

**Core Competencies:**
- Knowledge of food security, agricultural production and project management;
- Knowledge of agricultural systems to support emerging farmers;
- Knowledge of agricultural markets and market research skills.

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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:** **Finance Unit**
**Designation:** **Internship: Assets & Insurance**
**(Qualification completed with min 360 credits):** **R10 109,86 pm (Basic Salary, no benefits)**
**Location:** Social Development Department

**Minimum Requirements:**
- National Diploma in Finance or equivalent qualification at NQF level 6;
- National Treasury Finance Certificate;
- Only City of Joburg residents will be considered.

**Primary Function**:
**Provide a comprehensive procurement of assets to various Regions by ensuring that there is a transparent system of procuring goods & services in line with Council's procurement procedures.**

**Key Performance Areas:**
- Ensure that asset register and inventory list(s) with all movements and disposal of assets are updated.
- Ensure new assets are capitalised and bar coded on the SAP system.
- Ensure internal control policies and procedures are adhered to.
- Submit asset register(s) to the various divisions/ units to enable them to validate the asset register and report discrepancies to the Finance Department.
- Execute quarterly spot checks for units to ensure that assets are managed properly.
- Ensure all necessary insurance claims documents are recorded and submitted.
- Ensure that goods and/service are procured in accordance with a system that is fair, equitable, transparent, competitive and cost-effective.
- Monitoring the implementation of corrective measures to address all issues raised and compliance with Operation Clean Audit.
- Adherence to the MFMA and sound financial reporting.

**Leading Competencies:**
- Computer literacy (MS Office Packages, including Word, Excel, PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating and time management skills;
- Data Capturing and basic computer skills;
- Analytical skills;
- Ability to work independently and as part of a team;
- Accountability and ability to maintain privacy and confidentiality.

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**Core Competencies:**

- Knowledge of best accounting principles and practices;
- Collaborative/Teamwork, Confidentiality, Values and Integrity, Attention to detail, and quality-focused;
- Must be able to make decisions independently;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and influence according to City's protocols, legislation and standards.

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