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STUDENT INTERNSHIP: 013/2025
DEVELOPER & DATA ANALYST
GROUP FINANCE

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 pre-requisite to acquire an academic qualification or as a requirement after the acquisition of academic qualification to obtain experiential training. The City of Johannesburg is committed to providing work-based training for students.

- This internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- 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.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

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

DEPARTMENT: Group Finance
BRANCH: Group Finance: Finance, Compliance & Data
DESIGNATION: Internship: Developer & Data Analyst
REMUNERATION:
 (Qualification completed with min 120 credits): R10 109,86 pm (Basic Salary, no benefits)
LOCATION: 66 Jorissen Place

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 with a National Diploma in Information Technology related Field or Mathematics, Statistics, Chemistry or related field (NQF level 6).
- No experience required.
- Proven skills in:
 - Database and systems development (MS SQL or MySQL; working knowledge of Python and C#)
 - Extensive knowledge of SQL
 - Python, Power BI, Tableau would be advantageous.

PRIMARY FUNCTION:

Provide technology and data support for our data team. Collate and verify data from multiple sources. Assist with the implementation of data and software storage systems and execute data analysis and data transfers. Assist to develop systems to automate and streamline business processes in the Property Branch. Assist the team with ETL procedures and ad hoc data queries from other departments.

KEY PERFORMANCE AREAS:

- Improve organizational service delivery through the improvement of data processes.
- Participate in stakeholder management internally and externally, including the City's Municipal Entities (MEs).
- Practice good governance and management of risk.
- Compile reports that seek to provide insight into the performance of the Data Section.
- Manage and monitor assets and resources of the Directorate.
- Perform specific administrative and reporting requirements associated with the Data Section and individual performance.

LEADING COMPETENCIES:

- Collaborative Teamwork & Team Building,
- Management & Accountability;
- Building and maintaining effective working relationships;
- Excellent report design skills;
- Excellent planning, organizing and time management skills.



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CORE COMPETENCIES:

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Conflict Management;
- Problem solving skills; Integrity and Professionalism;
- Impact and Influence and Confidentiality.

ENQUIRIES ONLY:

Contact Person: Pearl Fambe
Tel No: (011) 032 0415

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

<https://share-eu1.hsforms.com/1WveAz2oGTSKCAOaM6orpaAew554>


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


CLOSING DATE: TUESDAY, 27 MAY 2025


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STUDENT INTERNSHIP POSITION: **Group Citizen Relationship and Urban Management**

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- 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**
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- Applicants are advised to use Google Chrome when applying for CoJ positions.
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- Preference will be given to the CoJ current and past Interns, EPWP, Bursars, and Learner participants, subject to them meeting the position's minimum requirements
- The City of Johannesburg is an equal opportunity employer.

WHERE TO APPLY

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The City of Johannesburg (CoJ), Group Citizen Relationship and Urban Management Department (CRUM) has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Group Citizen Relationship and Urban Management (CRUM)
Branch: Citizen Relations and Interface
Designation: Internship Administration: Citizen Relationship and Urban Management
Remuneration: R10 109,86 pm (Basic Salary, no benefits)
Location: Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Grade 12/Matric plus a National Diploma / Degree in Public Administration / Business Administration / Public Relations / Journalism / International Relations / Marketing and Communications or related qualification (Qualification completed with min 360 credits);
- Knowledge of Computer Applications (MS Office Applications);
- Only City of Joburg residents will be considered.

Primary Function:

Provide effective and comprehensive administrative support services to Citizen Relationship and Urban Management Department (CRUM): Integrated Service Delivery and Stakeholder Interface Unit in order to ensure efficiency of the Department.

Key Learning Areas:

- Coordinate administrative requirements associated with Integrated Service Delivery and Stakeholder Interface function;
- Promote efficiency in hosting the service delivery operations across various regions;
- Promote the efficiency in stakeholder management/Interface and performing specific tasks/activities associated with the provision of internal communications services;
- Collate and prepare qualitative and quantitative information for inclusion in specific statutory reports.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English, and must be able to communicate and coordinate effectively with other stakeholders;
- Good record-keeping;
- Sound judgment, empathy and respect for others;
- Attention to detail and high levels of accuracy and good planning, organising, coordinating, and time management skills.

Core Competencies:

- 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: Annelise Botha

Tel No: (011) 375 6093

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

<https://share-eu1.hsforms.com/1Hymz--79Qcuakuik9gAK5Aew554>


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


CLOSING DATE: THURSDAY, 22 MAY 2025


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. Only shortlisted applicants will be contacted.



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STUDENT INTERNSHIP POSITION: HUMAN SETTLEMENTS DEPARTMENT

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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: Policy, Planning and Research
DESIGNATION: Internship: Policy, Planning & Research
REMUNERATION: (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)
LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus NQF level 7 qualification in the following fields: Housing / Human Settlements / Public Administration / Public Policy / Development Studies / Law / or related Social Sciences discipline;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Contribute towards the undertaking of research in the directorate. Assist with the development of policies and guidelines through baseline research. Facilitate the coordination of forums, stakeholder engagements and public participation processes. Support the administrative functions within the directorate.

Key Learning Areas:

- Contribute towards the producing/undertaking of quality research and research reports in the Directorate;
- Assist with policy development processes in the Directorate;
- Support the coordination of forums, stakeholder engagements and public participation processes;
- Assist with administrative duties to ensure effective administrative support for the smooth operations within the Directorate.

Leading Competencies:

- High level of confidentiality and organisation skills;
- Flexibility and adaptability;
- Interpersonal, decision-making and problem-solving ability;
- Strong work ethic;
- Ability to work under pressure and Independently;
- Ability to prioritise;
- Sound numerical ability;
- Good time management skills;
- Analytical and research skills.



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Core Competencies:

- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint);
- Language literacy (reading and writing) in English;
- Knowledge of the public service sector;
- Knowledge of the Human Settlements environment and challenges;
- Multidisciplinary team;
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Nonjabulo Sibiya

Tel No: (011) 061 3141

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

<https://share-eu1.hsforms.com/1PTqiqUMHQOS2KVIg7pJxWQew554>

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

CLOSING DATE: WEDNESDAY, 21 MAY 2025

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. Only shortlisted applicants will be contacted.