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**RE-ADVERTISEMENT  
STUDENT INTERNSHIP POSITION:**

**Group Citizen Relationship and Urban Management**

Bullet which is extracted from the disclaimer below, *has been deleted*.

- *“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”*

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 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](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 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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***Applicants who applied previously do not have to re-apply.***

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

<https://share-eu1.hsforms.com/1PEC-SLWbSvKkKfbke5fqBAew554>

**APPLY ONLINE VIA WEBSITE:** [www.joburg.org.za](http://www.joburg.org.za)

**ENQUIRIES ONLY:**

**Contact Person:** Annelise Botha  
**Tel No:** (011) 375 6093

**CLOSING DATE: TUESDAY, 01 JULY 2025**

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