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### **STUDENT INTERNSHIP POSITION:** **Human Settlements**

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>

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

**Department:** Human Settlements  
**Branch:** Public Housing Stock Management  
**Designation:** Internship: Public Housing Stock Management

**Remuneration:**  
 (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)

**LOCATION:** 222 Smit Street, Braamfontein

#### **Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a qualification in Town Planning, Civil Engineering, Project Management, Construction Management or any built environment qualification at NQF Level 6.
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

#### **Primary Function:**

**Provide project and administrative support and act as a programme coordinator on Public Housing Stock Management programmes and projects implemented by the Public Housing Stock Management directorate within the Department of Human Settlements.**

#### **Key Learning Areas:**

- Coordinate and monitor programmes and projects implemented by the Public Housing Stock Management Directorate;
- Procurement strategy, building contracts and tender documents to ensure compliance;
- Administrative support to ensure the protection and timeous delivery of the contents of confidential documentation.

#### **Leading Competencies:**

- Computer Literacy – MS Office Applications;
- Language proficiency (reading and writing) in English;
- Communication skills (listening, speaking and writing);
- Flexibility/adaptability;
- Attention to detail;
- Self-confidence;
- Report writing and presentation skills (both verbal and written);
- Numeracy skills;
- Ability to work under pressure and independently;
- High level of confidentiality and organisational skills;
- Ability to prioritise;
- Good time management skills.



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### **Core Competencies:**

- Basic knowledge of Project management;
- Basic knowledge of Construction management;
- Ability to work well within a team environment;
- Adhere to confidentiality principles;
- Professionalism
- HR Values and COJ Values;
- Batho Pele principles.

### **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/17FcGnMERSXyo\\_10y4LJzIAew554](https://share-eu1.hsforms.com/17FcGnMERSXyo_10y4LJzIAew554)

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

**CLOSING DATE: TUESDAY, 30 SEPTEMBER 2025**

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