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## STUDENT INTERNSHIP POSITION: SOCIAL DEVELOPMENT DEPARTMENT

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

**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:** Traduna Building, Braamfontein

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

<https://share-eu1.hsforms.com/1uplw4VkRQJ2MhN3Wt3x8jgew554>

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

**ENQUIRIES ONLY:**

Contact Person: Johannes Mofokeng  
Tel No: 083 702 7609

**CLOSING DATE: FRIDAY, 05 DECEMBER 2025**

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