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STUDENT INTERNSHIP POSITION: **Social Development**

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

Department: Social Development
Branch: Targeted Beneficiaries Unit
Designation: Internship: PWD Coordinator
Remuneration: R10 109,86 pm (Basic Salary, no benefits)
 (Qualification completed with min 360 credits)
Location: Traduna Building

Minimum Requirements:

- Matric/Grade 12, plus a BA Social Sciences Degree (NQF level 7);
- Only City of Joburg residents will be considered.

Primary Function:

Coordinate and implement Social Development programmes and projects for Persons with Disabilities.

Key Learning Areas:

- Implement Development programmes for Persons with Disabilities;
- Provide administrative support in relation to the Unit;
- Liaise and coordinate with Internal and External Stakeholders to ensure integration in services for persons with disabilities as per the relevant CoJ policies and procedures.

Leading Competencies:

- Computer literacy (MS Office);
- Working with the community and specifically Persons with Disabilities;
- Communication and active listening skills;
- Presentation skills;
- Multilingual;
- Accountable and able to maintain privacy and confidentiality.

Core Competencies:

- Knowledge of Council processes and policies;
- Social/Community development and Project management processes;
- Customer relations;
- Communication and organisational skills, Flexibility and Interpersonal skills, Analytical and research skills, Ability to plan, organise and prioritise work.

ENQUIRIES ONLY:

Contact Person: Mathapelo Nare

Tel No: (011) 407 6704



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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/1wugpv06pRqm9Tn1mJHf0aAew554>

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

CLOSING DATE: WEDNESDAY, 03 DECEMBER 2025

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