



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

### STUDENT INTERNSHIP POSITION: HUMAN SETTLEMENTS 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 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](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.



a world class African city

@CityofJoburgZA   
 @CityofJohannesburg   
 CityofJoburg 

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): **R9 531,54 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/Urban and Regional Planning or related Social Sciences discipline;
- 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:**

- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint);
- 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**Core Competencies:**

- 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 3155 / 7975 / 8021

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

[https://share-eu1.hsforms.com/1\\_kK0QqTvTSq8\\_mB6Q7\\_jkQew554](https://share-eu1.hsforms.com/1_kK0QqTvTSq8_mB6Q7_jkQew554)

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

**CLOSING DATE: TUESDAY, 31 OCTOBER 2023**

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.