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## City of Johannesburg Internship Program 2025/26 Apply Now

### Description

The City of Johannesburg is pleased to offer an internship program aimed at providing valuable professional experience to young individuals interested in gaining practical knowledge in various fields within the municipality. This internship program presents an excellent opportunity to work in a dynamic and diverse environment while contributing to the development of the City of Johannesburg.

### Responsibilities

- Assist with research and data analysis: Conduct research, collect data, and analyze information relevant to the assigned department or project. Summarize findings and present recommendations to the team.
- Support project implementation: Collaborate with project teams to support the planning, implementation, and monitoring of initiatives aimed at improving municipal services and addressing community needs.
- Administrative tasks: Assist with general administrative duties, such as preparing reports, organizing meetings, maintaining records, and handling correspondence. Ensure efficient and accurate documentation of departmental activities.
- Stakeholder engagement: Participate in stakeholder engagement activities, including attending meetings, workshops, and public events. Contribute ideas and assist in building positive relationships with various stakeholders.
- Perform assigned tasks: Carry out specific tasks and projects as assigned by supervisors, demonstrating a proactive attitude and attention to detail.
- Professional development: Actively participate in learning opportunities provided during the internship, including training sessions, workshops, and mentoring programs. Seek feedback and apply acquired knowledge and skills to enhance personal and professional growth.

### Qualifications

- Education: Currently enrolled in or recently graduated from a recognized university or college, pursuing a relevant degree or diploma in fields such as Public Administration, Urban Planning, Engineering, Finance, Social Sciences, or any other related field.
- Passion for public service: Demonstrated interest in municipal governance, urban development, community engagement, or related areas. Knowledge of local government operations and challenges will be an advantage.
- Strong communication skills: Excellent verbal and written communication skills in English. Ability to effectively convey information, actively listen, and interact professionally with colleagues, stakeholders, and the public.
- Analytical and problem-solving skills: Proficiency in conducting research, data analysis, and interpreting findings. Ability to think critically, identify problems, and propose practical solutions.
- Computer literacy: Competency in using Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications. Familiarity with data analysis tools and geographic information systems (GIS) is desirable.

### Hiring organization

City of Johannesburg

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Govt

### Job Location

Soweto, Gauteng, South Africa,  
1868, Soweto, Gauteng, South Africa

### Working Hours

09

### Date posted

August 6, 2025

### Valid through

14.02.2028

- **Team player:** Ability to work effectively within a team environment, collaborating with colleagues from diverse backgrounds. Adaptability, flexibility, and willingness to contribute to shared goals.
- **Professional conduct:** High level of integrity, ethical behavior, and respect for confidentiality. Comply with the City of Johannesburg's policies, regulations, and professional standards.

## **Job Benefits**

- **Professional Development:** Interns will have the opportunity to gain practical work experience in their chosen field, allowing them to develop and enhance their skills, knowledge, and competencies. They can apply theoretical concepts learned in academic settings to real-world situations, fostering personal and professional growth.
- **Networking Opportunities:** Interns will have the chance to interact with professionals, supervisors, and colleagues within the City of Johannesburg. This exposure provides networking opportunities that can be valuable for future career prospects. Building relationships with experienced professionals can lead to mentorship, references, and potential job opportunities.
- **Hands-on Experience:** Interns will be assigned tasks and projects that allow them to actively contribute to the operations and initiatives of the City of Johannesburg. This hands-on experience provides practical insights into municipal governance, urban development, and community engagement, giving interns a deeper understanding of their field of interest.
- **Exposure to Multidisciplinary Work:** Interns may have the opportunity to collaborate with professionals from various departments and disciplines. This exposure allows for a broader understanding of how different sectors within a municipality work together to address complex challenges and deliver services to the community.
- **Personal and Professional Growth:** The internship program offers a supportive environment for interns to develop critical skills such as communication, teamwork, problem-solving, and time management. Interns will gain confidence in their abilities, improve their work ethic, and learn to navigate professional settings, which are valuable assets for their future careers.

## **Contacts**

To apply, please submit your resume, a cover letter, and any supporting documents highlighting your qualifications and interest in the internship program. Shortlisted candidates will be contacted for interviews.