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City of Johannesburg: Admin Internships 2025/26 New Hiring

Description

The City of Johannesburg is a dynamic and diverse metropolitan municipality committed to enhancing the lives of its residents through effective governance and service delivery. As an administrative intern, you'll have the chance to contribute to the city's growth and development while learning from experienced professionals in various municipal departments.

Responsibilities

- Provide administrative support to departmental staff, including filing, data entry, and documentation.
- Assist in organizing and scheduling meetings, taking minutes, and preparing agendas.
- Respond to inquiries and communicate with internal and external stakeholders professionally and efficiently.
- Aid in research and analysis to support departmental projects and initiatives.
- Collaborate with team members to ensure smooth office operations.

Qualifications

- Currently enrolled in a relevant academic program or a recent graduate in a related field (e.g., Public Administration, Business Administration, Political Science, etc.).
- Strong organizational skills with a keen attention to detail.
- Excellent communication abilities, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work collaboratively in a team environment.
- Eagerness to learn and contribute positively to the City of Johannesburg.

Job Benefits

- Hands-on experience in a municipal environment, gaining insight into administrative processes and procedures.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the municipal government.
- Exposure to diverse projects and initiatives aimed at enhancing city services.

Contacts

1. **Prepare Your Application Materials:** Ensure you have the following documents ready:
 - Updated Resume/CV highlighting your education, skills, and any relevant experience.
 - A well-crafted Cover Letter expressing your interest in the Administrative Internship at the City of Johannesburg. Tailor your

Hiring organization

City of Johannesburg

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

October 10, 2024

Valid through

20.12.2025

letter to showcase why you're a suitable candidate and how this opportunity aligns with your career goals.

2. **Review the Application Criteria:** Carefully read through the job description and ensure you meet the specified qualifications and requirements.
3. **Application Submission:**
 - **Online Submission:** Visit the City of Johannesburg's official website's careers or vacancies section.
 - Look for the Administrative Internship position or similar job listings.
 - Follow the provided instructions to submit your application materials online.
 - **Email Submission:** If applying via email, address your application to the designated contact person or department, if provided in the job description.
 - Attach your Resume/CV and Cover Letter to the email.
 - Use a clear and professional subject line indicating the position you're applying for.
4. **Customize Your Application:** Tailor your resume/CV and cover letter to highlight relevant skills and experiences that align with the internship requirements.
5. **Proofread and Edit:** Before submission, carefully proofread all documents for grammar, spelling, and formatting errors. Ensure they are well-organized and clearly present your qualifications.
6. **Submission Deadline:** Be aware of the application deadline and ensure your application is submitted before the specified closing date.
7. **Follow-Up:** After submitting your application, consider sending a polite follow-up email to confirm receipt and express your continued interest in the position.
8. **Prepare for Interviews:** If selected, be prepared for potential interviews. Research the City of Johannesburg, its initiatives, and be ready to discuss how you can contribute to their goals during the interview process.