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## STUDENT INTERNSHIP POSITIONS: ENVIRONMENTAL INFRASTRUCTURE SERVICE 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), Environmental Infrastructure Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Environmental Infrastructure Service Department

**Branch:** Energy

**Designation:** Internship: Programme

**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**LOCATION:** Traduna House, 118 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a Degree in one of the following:
  - Bachelor of Science (BSC)
  - Engineering/Construction Project Management B Degree
  - Energy Studies.
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

**Primary Function:**

**To provide technical and administrative support to energy Sector unit.**

**Key Learning Areas:**

- Assist with activities to the development of Policies, strategies and plans for city compliance and support according to the Energy framework policies and guidelines, so that they are done in a cost effective and efficient manner;
- Provide support as well as information during the National, provincial and local government policy development and planning process;
- Planning and Coordinating
- Project Management
- Stakeholder Management;
- Provide support to facilitate policy implementation of the energy policies, by laws, strategies and plans;
- Assist with the development of the Energy Service Delivery Framework of the organization.
- Facilitate stakeholder engagement on all energy within the city.

**Leading Competencies:**

- Computer Literacy – (Microsoft Word and Excel)
- Good communication skills;
- Coordinating skills.
- Report Writing skills
- Project Management
- Coordinating Skills



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**Core Competencies:**

- Basic knowledge of climate change concepts and functions;
- Knowledge of climate financing and project development;
- Energy sector knowledge

**ENQUIRIES ONLY:**

**Contact Person:** Sipiwe Khumalo

**Tel No:** (011) 082 7997

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

<https://share-eu1.hsforms.com/1k7Tf6fMbQMOv7GNUjX0bgQew554>

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

**CLOSING DATE: WEDNESDAY, 22 OCTOBER 2025**

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The City of Johannesburg (CoJ), Environmental Infrastructure Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Environmental Infrastructure Service Department

**Branch:** Finance

**Designation:** Internship: Programme for Finance Officer

**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**LOCATION:** Traduna House, 118 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a three year bachelor's degree or National diploma (NQF level 7) in Accounting, Management Accounting, Finance or equivalent;
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

**Primary Function:**

**Coordinate and apply accounting procedures and policies within the Environment, Infrastructure and Service department by attending to procurement of goods and services processing of accounting entries, reporting and record keeping in accordance with statutory requirements an MFMA.**

**Key Learning Areas:**

- Perform specific tasks associated the processing of transactional information with respect to specific Creditors accounts; Debtors accounts and general ledger maintenance
- Performs specific tasks associated within the process processing of transactions through liaison with GSSCM and different stakeholders in compliance with the CoJ approved supply chain management policy.
- Performs specific task associated with the ordering receiving maintaining and issuing of EISD internal stock items through liaison with COJ internal stores and different stakeholders in compliance with the CoJ approved supply chain management policy;
- Performs specific tasks associated with record keeping and management.
- Perform specific task associated with the processing of assets movements and verification.

• **Leading Competencies:**

- Computer Literacy – (Microsoft Word and Excel)
- Good communication skills;
- Administration and Coordination skills.

**Core Competencies:**

- Basic knowledge of Accounting Standards (GRAP)



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The City of Johannesburg (CoJ), Environmental Infrastructure Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Environmental Infrastructure Service Department  
**Branch:** Oversight and Management Support  
**Designation:** Internship: Programme for Administration Officer  
**Remuneration:**

(Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)

**LOCATION:** Traduna House, 118 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a National Diploma in Office administration or any tertiary qualification related to the Administration discipline at NQF level 6;
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

**Primary Function:**

**Provide administrative and operational support to the Employment Equity Health & Safety Officer, ensuring compliance with legislative requirements, Implementation of work equity initiative and adherence occupational health and safety standard within the Organisation.**

**Key Learning Areas:**

- Provide day-to day administrative assistance including filing, scheduling, correspondence and preparation of reports and meetings minutes, to ensure smooth office operations;
- Consolidate and submission of mandatory documents (individual Learning Plans, Declaration of Interest Form etc.);
- Provide administrative support into the Unit in relations to meeting;
- Collect, capture and maintain accurate employee data relevant to EE and H&S, assist with compliance audits and prepare reports to ensure adherence policies and legislation;

**Leading Competencies:**

- Computer Literacy – (Microsoft Word and Excel)
- Good communication skills;
- Coordination skills.

**Core Competencies:**

- Basic knowledge of Administration concepts and functions;
- Knowledge of HR Training processes;



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The City of Johannesburg (CoJ), Environmental Infrastructure Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Environmental Infrastructure Service Department  
**Branch:** Finance  
**Designation:** Internship: Programme for Office Administration  
**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**LOCATION:** Traduna House, 118 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a Bachelor's degree or National Diploma in Office Administration or any tertiary qualification related to Office administration at NQF level 7;
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

**Primary Function:**

**Provide office administrative support to the Director: Finance.**

**Key Learning Areas:**

- Provide office support services to the Director Finance;
- Consolidate and submission of mandatory documents (individual Learning Plans, Declaration of Interest Form etc.); for Finance and support directorate;
- Provide administrative support into the Unit in relations to meeting and performance management;
- Render leave management administrative support to Finance and support directorate;

**Leading Competencies:**

- Computer Literacy – (Microsoft Word and Excel)
- Good communication skills;
- Coordination skills.

**Core Competencies:**

- Basic knowledge of Administration concepts and functions;
- Knowledge of HR Training processes will be an added advantage.

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The City of Johannesburg (CoJ), Environmental Infrastructure Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Environmental Infrastructure Service Department

**Branch:** Water Management and Biodiversity

**Designation:** Internship: Programme

**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**LOCATION:** Traduna House, 118 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Grade 12/Matric (NQF Level 4) plus a Degree in Town and Regional Planning Environmental Science /Environmental Management, Geoscience/Geohydrology (NQF level 7);
- Unemployed graduates who have not participated in an internship programme previously.
- Only City of Joburg residents will be considered.

**Primary Function:**

**Provide administrative support to the Water Management and Biodiversity directorate within various sub directorate including Water Service Regulation and Policy development, Catchment management and Water Quality and Open Space Planning.**

**Key Learning Areas:**

- Coordinate procedural requirements associated with personnel development initiatives;
- Consolidate, circulation and submission of borehole application documents;
- Consolidate and circulation of development applications
- Assistance with monitoring programmes;
- Policies, processes and procedures;
- Provide administrative support for the Directorate in relation to meetings;

**Leading Competencies:**

- Computer Literacy – (Microsoft Word and Excel)
- Good communication skills;
- Coordination skills.

**Core Competencies:**

- Basic knowledge of Environmental Management and Town Planning, National Water Act, Water Services Act, Water Resource Management concepts and functions;

**ENQUIRIES ONLY:**

**Contact Person:** Sipiwe Khumalo

**Tel No:** (011) 082 7997



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