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City of Johannesburg Is Hiring Interns: Admin, PR, Journalism & More

Description

The City of Johannesburg invites unemployed graduates to apply for its Internship Programme 2025 within the Group Citizen Relationship and Urban Management Department (CRUM). This internship offers hands-on work experience across key functions including administration, marketing, communications, journalism, public relations, and international relations.

This is a golden opportunity to gain valuable experience in local government operations, community engagement, and integrated service delivery. Successful candidates will be based at Traduna House, 118 Jorissen Street, Braamfontein.

Key Responsibilities

- Provide administrative support to the CRUM: Integrated Service Delivery and Stakeholder Interface Unit.
- Coordinate documentation and reporting processes for service delivery operations across regions.
- Assist with stakeholder interface and internal communication functions.
- Compile, analyze, and prepare reports with both qualitative and quantitative data.
- Promote operational efficiency across service and stakeholder management platforms.

Minimum Requirements

Applicants must hold a National Diploma or Degree in one of the following fields:

- Public Administration
- Business Administration
- Public Relations
- Journalism
- International Relations
- Marketing
- Communications
- Or a related qualification

Skills & Competencies

- Strong computer skills (MS Office: Word, Excel, etc.)
- Excellent verbal and written communication in English
- Ability to interact and coordinate with diverse stakeholders
- Meticulous record-keeping and attention to detail
- Good time management, planning, and organizing skills
- Strong ethical standards, empathy, and respect for community values
- Team player with a collaborative mindset

Hiring organization

City of Johannesburg

Employment Type

Intern

Duration of employment

12-months

Industry

Government Administration

Job Location

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

Working Hours

09

Date posted

June 29, 2025

Valid through

29.06.2029

- Commitment to service excellence (Batho Pele principles)

Stipend

R10 109,86 per month (Basic salary only – no additional benefits)

Application Deadline

01 July 2025

Early applications are strongly encouraged.

How to Apply

Apply online by completing the City of Johannesburg internship application form below:

[Apply Here](#)

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