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City of Tshwane Internships 2024 / 2025 New Hiring

Description

The City of Tshwane is offering exciting internship opportunities for enthusiastic individuals looking to kick-start their careers in a dynamic municipal environment. As an intern, you will have the opportunity to gain valuable practical experience, develop essential skills, and contribute to the growth and development of the City of Tshwane.

Responsibilities

- Assist in various departments: You will be assigned to different departments within the City of Tshwane, where you will assist with day-to-day operations, projects, and tasks. This hands-on experience will provide you with a comprehensive understanding of municipal operations and functions.
- Conduct research and analysis: As an intern, you will have the opportunity to conduct research, gather data, and analyze information relevant to the assigned projects or department. Your findings will contribute to evidence-based decision-making processes and assist in developing innovative solutions.
- Support project implementation: You will actively participate in the planning, coordination, and implementation of projects, gaining practical experience in project management. This will involve collaborating with various stakeholders, ensuring project milestones are achieved, and contributing to the overall success of the initiatives.
- Assist with administrative tasks: As part of the internship, you will be responsible for assisting with administrative duties such as document preparation, data entry, organizing files, and maintaining records. These tasks will help you develop essential organizational and administrative skills.
- Learn from experienced professionals: Throughout the internship, you will have the opportunity to work alongside experienced professionals who will provide guidance, mentorship, and support. This will enable you to enhance your knowledge, learn from their expertise, and develop a network within the municipal sector.

Qualifications

- Education: Currently enrolled in or recently completed a relevant degree or diploma program in fields such as Public Administration, Urban Planning, Engineering, Finance, Environmental Science, or any other related discipline.
- Passion for public service: Demonstrated interest in working in the public sector and contributing to the development of the City of Tshwane.
- Strong analytical skills: Ability to gather, analyze, and interpret data effectively. Proficiency in using various research and analytical tools would be advantageous.
- Excellent communication skills: Clear and concise verbal and written communication skills to effectively collaborate with colleagues, stakeholders, and the public.
- Adaptability and initiative: Willingness to learn, adapt to new environments,

Hiring organization

City of Tshwane

Employment Type

Intern

Duration of employment

3 Months

Industry

Govt

Job Location

Polokwane, Limpopo, South Africa, 0700, Polokwane, Limpopo, South Africa

Working Hours

09

Date posted

November 4, 2024

Valid through

04.06.2025

and take initiative in tackling tasks and projects.

- Computer literacy: Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.

Job Benefits

- Practical experience: The internship provides a hands-on learning opportunity where interns can apply their theoretical knowledge in a real-world municipal setting. This practical experience enhances their understanding of municipal operations, policies, and procedures.
- Skill development: Interns have the chance to develop and enhance a wide range of skills. These may include research and analytical skills, project management, communication and interpersonal skills, administrative abilities, and problem-solving skills. These skills are valuable in various professional settings.
- Networking opportunities: Interning with the City of Tshwane allows interns to establish connections with professionals in their field of interest. They can build relationships with experienced employees, supervisors, and fellow interns. Networking can open doors to future employment opportunities or serve as a support system throughout their careers.
- Exposure to diverse projects and departments: Interns may be assigned to various departments or projects during their internship period. This exposure allows them to explore different areas within the municipality and gain a comprehensive understanding of the organization's functions and operations. It broadens their perspective and helps them make informed decisions about their career paths.
- Mentorship and guidance: Interns work alongside experienced professionals who provide mentorship, guidance, and support. They can seek advice, learn from their expertise, and receive feedback on their work. This mentorship enhances their learning experience and helps shape their professional development.
- Stipend: Selected interns typically receive a monthly stipend. While the stipend may not cover all expenses, it can provide financial support during the internship period.

Contacts

To apply for an internship with the City of Tshwane, interested candidates should visit the official City of Tshwane website or contact the Human Resources department for the most up-to-date information on available positions and the application process.