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City of Johannesburg: Communications Internship Programme 2024 Apply Online

Description

The City of Johannesburg is seeking a motivated and enthusiastic individual to join our Communications Internship Programme. This programme offers an exciting opportunity for aspiring communicators to gain practical experience in a dynamic municipal environment while contributing to meaningful projects that shape the future of the city.

Responsibilities

- Assist in drafting press releases, speeches, and other communication materials.
- Support the management of social media accounts and online platforms.
- Assist in the planning and execution of communication campaigns and events.
- Conduct research and analysis on communication trends and best practices.
- Collaborate with various departments to ensure effective communication strategies.
- Provide administrative support to the communications team as needed.

Qualifications

- Currently enrolled in or recent graduate of a relevant degree programme (e.g., Communications, Public Relations, Journalism, Marketing).
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office suite and social media platforms.
- Excellent organizational and multitasking abilities.
- Ability to work effectively both independently and as part of a team.
- Passion for community engagement and making a positive impact.

Job Benefits

- Gain hands-on experience in a dynamic municipal environment.
- Opportunity to work on diverse projects and initiatives.
- Mentorship and guidance from experienced communications professionals.
- Networking opportunities with colleagues and stakeholders.
- Potential for growth and advancement within the organization.

Contacts

- Prepare Your Application Documents: Gather your cover letter, resume, and a writing sample that demonstrates your communication skills and creativity. Ensure that your documents are saved in a format that is easily accessible and can be attached to your application.
- Review the Job Description: Familiarize yourself with the responsibilities

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

September 26, 2024

Valid through

23.02.2028

and qualifications outlined in the job description to ensure that you meet the requirements for the position. Highlight any relevant experiences or skills that make you a strong candidate for the internship.

- **Complete the Application Form:** Visit the City of Johannesburg's official website or designated application portal to access the application form. Fill out all required fields accurately and thoroughly, providing relevant information about your education, work experience, and contact details.
- **Attach Your Documents:** Upload your cover letter, resume, and writing sample to the designated sections of the application form. Double-check to ensure that all attachments are correctly labeled and properly formatted.
- **Review and Submit:** Take a moment to review your entire application for any errors or omissions. Verify that all information provided is accurate and up-to-date. Once you are satisfied with your application, submit it through the online portal before the specified deadline.
- **Keep Track of Your Application:** After submitting your application, make note of any confirmation or reference number provided by the application system. This will allow you to track the status of your application and follow up if necessary.
- **Stay Engaged:** While waiting to hear back about your application, continue to stay engaged with the City of Johannesburg's communications channels. Follow their social media accounts, attend relevant events, and keep informed about any updates or announcements related to the internship programme.