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Gauteng Department of Human Settlements Internships 2026/27 New Hiring

Description

We are seeking highly motivated and dynamic individuals to join our team as Interns in various departments within the Gauteng Department of Human Settlements. This internship program offers a unique opportunity for recent graduates and young professionals to gain practical experience in the field of human settlements and contribute to the development of sustainable communities.

Responsibilities

- 1. Assist in Project Planning and Implementation:**
 - Work closely with experienced professionals to contribute to the planning and execution of human settlement projects.
 - Collaborate with project teams to ensure projects are completed within scope, budget, and timeline.
- 2. Data Analysis and Reporting:**
 - Collect and analyze data related to human settlement initiatives.
 - Prepare reports and presentations summarizing key findings and recommendations.
- 3. Stakeholder Engagement:**
 - Engage with various stakeholders, including local communities, government agencies, and NGOs.
 - Support initiatives to foster community participation in human settlement development.
- 4. Research and Policy Development:**
 - Stay updated on industry trends, best practices, and relevant policies.
 - Contribute to the development and enhancement of human settlement policies.
- 5. Administrative Support:**
 - Provide general administrative support to departmental teams.
 - Assist in organizing meetings, workshops, and events.

Qualifications

- Recent graduate with a degree in Urban Planning, Development Studies, Architecture, Civil Engineering, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Job Benefits

- Gain practical experience in the field of human settlements.
- Exposure to a diverse range of projects and initiatives.
- Networking opportunities with professionals in the field.
- Mentorship and professional development opportunities.

Hiring organization

Gauteng Department of Human Settlements

Employment Type

Intern

Duration of employment

3 Months

Industry

Architecture and Planning

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

May 24, 2026

Valid through

14.02.2028

Contacts

1. **Prepare Your Application Documents:**
 - Update your resume to highlight your educational background, relevant skills, and any relevant experience.
 - Write a cover letter expressing your interest in the internship position and explaining how your skills and qualifications align with the responsibilities outlined in the job description.
 - Gather academic transcripts and any other supporting documents.
2. **Review Application Deadline:**
 - Take note of the application deadline mentioned in the job description. Ensure that you submit your application before the specified date.
3. **Submit Your Application:**
 - Send your application documents to the designated email address or through the specified application portal. Make sure to follow any specific instructions provided in the job description.
4. **Subject Line:**
 - In the subject line of your email or application portal, clearly mention the position title, which is “Intern – Gauteng Department of Human Settlements.” This helps in the efficient sorting of applications.
5. **Application Content:**
 - Clearly articulate your interest in the internship and briefly mention your key qualifications. Tailor your cover letter to highlight how your skills and experiences make you a suitable candidate for the position.
6. **Double-Check Details:**
 - Before submitting your application, double-check all details, including your contact information, attached documents, and the subject line of your email. Ensure that everything is accurate and well-presented.
7. **Confirmation of Receipt:**
 - If you are submitting your application via email, you may consider requesting a confirmation of receipt to ensure that your application has been successfully received.
8. **Follow-Up (if necessary):**
 - If you haven’t received any acknowledgment or feedback within a reasonable time frame after the application deadline, you may consider sending a polite follow-up email to inquire about the status of your application.