



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

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South Africa
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www.joburg.org.za

ADDENDUM TO INTERN CIRCULAR 001/2021

THE CITY OF JOHANNESBURG (COJ), CITIZEN RELATIONSHIP & URBAN MANAGEMENT DEPARTMENT ADVERTISED THE FOLLOWING INTERN VACANCY FOR THE PERIOD 18 JANUARY 2021 UNTIL 22 JANUARY 2021

This Vacancy is open to YOUTH in the Johannesburg community

An internship programme is an intervention by the City of Johannesburg to address the growing demand by 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 an academic qualification to obtain experiential training. The City is committed to provide work-based training for students.

The City of Johannesburg (CoJ), Citizen Relationship & Urban Management Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

1. **Department:** Citizen Relationship & Urban Management
- Branch:** Integrated Service Delivery
- Designation:** Intern
- Salary Range:** R3 500 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Post Matric and currently studying towards a Certificate/National Diploma or Degree in Administration and/or Secretarial;
- Confirmation letter from the institution;
- Computer literacy in MS Office packages and Internet.
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: To provide administrative support to the ISD Unit, in order to achieve efficient organisational processes and attainment of highest customer service standards.

Key Learning Areas: To provide administrative, interpersonal, public relations and professional support skills to the Line Manager in rendering an effective urban management service in the Region, thus ensuring that the Department meets the goals and objective of the Urban Management Function of the City.

PUBLICATION DATE: 18 JANUARY 2021

CLOSING DATE: 29 JANUARY 2021

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Leading Competencies: Work independently and able to work overtime and do standby when required. Work under pressure. Positive attitude and self-motivated.

Core Competencies: Good Interpersonal and Communication skills. Must be able to function under physical and mentally stressful conditions. Coordination, Problem analysis and Problem-Solving skills required.

Contact Person: Marinda Smit
Tel No: (011) 203 3349
Workplace: Midrand

All applications will be through the website using this link:

<https://zfrmz.com/NO5iRCSZge2DGDfGZeCv>

Or visit www.joburg.org.za and click on Vacancies.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

THE PUBLICATION PERIOD HAS BEEN EXTENDED TO 29 JANUARY 2021

The inconvenience caused is regretted.

ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION REMUNERATION PERFORMANCE & TRANSFORMATION

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