



a world class African city

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

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

INTERNSHIP POSITIONS (015/2020)

CITY OF JOHANNESBURG

INTERN VACANCY CIRCULAR: 0015/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attached all relevant documents.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: THURSDAY, 08 APRIL 2021

CLOSING DATE: WEDNESDAY, 21 APRIL 2021

PUBLICATION DATE: 08 April 2021

CLOSING DATE: 21 April 2021

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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), Group Communication and Marketing Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

1. **Department:** Group Communication and Marketing
- Branch:** Events
- Designation:** Intern: Events Support Officer
- Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Diploma or Certificate in event management, public relations, communication, administration and/or hospitality industry;
- Knowledge of protocol, diplomacy and etiquette;
- Computer literacy and good communication skills;
- 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: Provide support in the project management and delivery of events to achieve the City's strategic objectives. Responsibilities include pre-event planning, support to meetings and event participants, on the day logistics and plans, coordinating registration and attendance as well as event follow-up.

Key Performance Areas: Protocol, diplomacy and etiquette. Planning, design, production and implementation of events, which includes all project delivery elements within time limits from conceptualisation to end. Conferring with client and key stakeholders of the department to determine event requirements. Responding to queries. On-the-day logistics of events, running post-event follow-up with participants, and evaluating events. Organising, planning and executing virtual and hybrid events. Administrative work, e.g. minute- and report-writing, compilation of briefing packs, Joint Operations Committee (JOC) bookings and general administration, and panel/contract administration, etc.

Leading Competencies: Work independently and in a multi-disciplinary team. Client/guest/supplier relations and hospitality. Attention to detail, patience and concentration. Creativity (e.g., adapting to the new normal) and time management.

Core Competencies: Strong interpersonal and communicating skills (both rally and in writing). Strong team working skills, the ability to work independently and seize opportunities. Strong computer skills and creative problem-solving. *Batho Pele* principles.

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Contact Person: Vuyo Mazamisa
Tel No: (011) 407 6452
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

All applications will be through the website using this link:

<https://zfrmz.com/4WONQBF1aeqEJukyUPw>

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

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