



a world class African city

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

Metropolitan Centre
158 Civic Boulevard

PO Box 1049
Johannesburg
South Africa

www.joburg.org.za

INTERN CIRCULAR: 020/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV, must be forwarded to the contact details mentioned in the circular attached.
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. Appointment will be made 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 appointment to be made within 4 months from the closing date of circular.

PUBLISHED DATE: FRIDAY, 30 APRIL 2021

CLOSING DATE: THURSDAY, 13 MAY 2021

PUBLICATION DATE: 30 APRIL 2021

CLOSING DATE: 13 MAY 2021

INTERN VACANCY CIRCULAR: 020/2021

INTERNSHIP POSITIONS (020 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 and Urban Management Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Citizen Relationship and Urban Management
Branch: **Regional Citizen Relationship Management – Region F**
Designation: **Administration - Interns**
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Grade 12 / NQF level 4:
- Diploma in Administration / Public Administration / Business Management (NQF level 6).
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide administration support to the Integrated Service Delivery unit, in order to achieve effective and efficient organizational processes and attainment of highest customer service standards.

Key Learning Areas: Improve service delivery (performance culture. Provide office administration support for the unit. Assist coordinating in managing the implementation of financial controls / procedures and providing information to support financial processes. Assist in providing quality report of the performance of the Integrated Service Delivery sub-directorate.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Thabiso Nkosi
Tel No: 011 376 8532
Workplace: CJ Cronje Building, 80 Loveday Street, JHB Central

PUBLICATION DATE: 30 APRIL 2021

CLOSING DATE: 13 MAY 2021

INTERN VACANCY CIRCULAR: 020/2021

All applications will be through the website using this link:

<https://share.hsforms.com/1oGGnrGGXTw2IMrYz7sBT3g469tl>

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 are required.

PUBLICATION DATE: 30 APRIL 2021

CLOSING DATE: 13 MAY 2021

INTERN VACANCY CIRCULAR: 020/2021
