



a world class African city

CITY OF JOHANNESBURG

INTERN CIRCULAR: 018/2021

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: THURSDAY, 22 APRIL 2021

CLOSING DATE: THURSDAY, 06 MAY 2021

INTERNSHIP POSITIONS (018/2021)

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), Community Development Department has the following Internship opportunities available for a period **NOT** exceeding eighteen (18) months

The details are as follows:

- Department:** Community Development
Branch: Library and Information Services
Region A – G & Johannesburg City Library
Designation: Relief Staff
Salary Range: R3 500 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric (NQF 4) and enrolment letter at current tertiary institution.
- Computer literacy;
- 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 administrative support function in libraries, preparing the counter before opening according to routine procedures; Training users in accessing internet (eWorld computers/WIFI);

Monitor the use of LIS computers ensure that the illegal usage is reported; assisting with Internet Research for relevant digital content (latest trends, ebooks, relevant websites for the public);

Assisting with organising library activities, such as Mobile Literacy programs or any program, using digital platforms (social media or internet);

Assisting with awareness campaigns on digital skills through outreach programs (book fairs, community meetings, malls etc);

Assisting with Surveys on User needs in line with the Digital Transformation strategy.

Key Learning Areas: City processes, systems and procedures. Ensure effective service delivery to the public. Customer Focus Service Delivery Internal and External, Compliance issues and other administration related functions, Telephone Etiquette

Leading Competencies: ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

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.

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Contact Person: Thato Sepuru
Tel No: 011 407 7198

Contact Person: Nonjabulo Sibiyi
Tel No: 011 407 6039

Workplace: **Region A – G & JCL**

All applications will be through the website using this link:

<https://share.hsforms.com/19TFkquoeTViNAmTIAnc61Q469t!>

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

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