



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

CITY OF JOHANNESBURG

INTERN CIRCULAR: 019/2021

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: 019/2021

INTERNSHIP POSITIONS (019/2021)

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), Group Corporate & Shared Services Department has the following Internship opportunities available for a period **NOT** exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Corporate & Shared Services
Branch: Group Human Capital Management
Designation: Human Resource Intern (GHCM)
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Matric (NQF level 4) plus tertiary qualification in Human Resources Management or equivalent registered at N6 (R3 500) and NQF level 6 (8329.27).
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Coordinate specific Human Resources administrative sequences and attends to the general application and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment, benefits and development.

Key Learning Areas: Coordinate administrative associated with Human Resource functionality. Coordinate specific sequences associated with employment of personnel. Attends to specific sequences associated with the notification, arrangement and provision of support in respect subcommittee meeting and dispute hearing.

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: Thabang Mushwana
Tel No: 011 407 6858
Workplace: 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

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All applications will be through the website using this link:

<https://share.hsforms.com/16PMZqgKFQvKsXEAKkRbCcQ469tl>

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.

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