

CITY OF JOHANNESBURG

INTERN CIRCULAR: 017/2021

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.

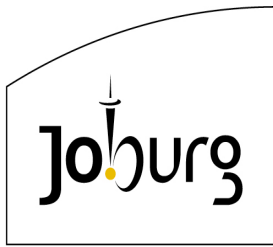
PUBLISHED DATE: TUESDAY, 20 APRIL 2021

CLOSING DATE: WEDNESDAY, 05 MAY 2021

PUBLICATION DATE: 20 APRIL 2021

CLOSING DATE: 05 MAY 2021

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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 (017/2021)

The City of Johannesburg (CoJ), Group Governance Department advertised the following Intern Vacancies for the period 01 March 2021 to 12 March 2021. **Applicants who applied before, need to re-apply**

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 Governance Department has the following Internship opportunity available for a period **NOT** exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Governance
Branch: Management Support Services
Designation: Intern x 3
Salary Range: R3 500 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Grade 12 / NQF level 4;
- Computer literacy and Office Application.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

Primary Function: To provide administrative support to the Management Support Unit in order to achieve efficient organizational processes and attainment of highest service standards.

Key Learning Areas: Provide administrative, interpersonal, public relations and professional support skills to the Line manager in rendering an effective management support service, thus ensuring that the Department meets the goals and objectives.

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

Core Competencies: Communication and organizational skills, interpersonal abilities and attention to detail. Ability to plan, organize and prioritize work.

Contact Person: Nthabiseng Makhele

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Tel No: (011) 407 6550
Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1OFfO8gJ8Qreszkbnzgwjpw469tl>

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

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