

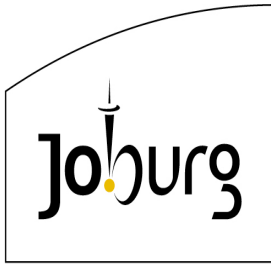
# CITY OF JOHANNESBURG

## INTERN CIRCULAR: 008/2021

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: WEDNESDAY, 24 FEBRUARY 2021**

**CLOSING DATE: TUESDAY, 09 FEBRUARY 2021**



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](http://www.joburg.org.za)

## INTERNSHIP POSITIONS (008/2021)

**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), Library and Information Services Directorate, Community Development Department has the following Internship opportunity available for a period NOT exceeding twelve (12) months.**

The details are as follows:

- Department:** COMMUNITY DEVELOPMENT  
**Branch:** Business Management Support  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

### **Appointment Requirements:**

- Matric/Grade 12, Bachelor's Degree in Business Management, Public Administration, Monitoring and Evaluation (NQF Level 7) or any relevant qualifications;
- Confirmation letter from institution
- Computer literacy;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** To render developmental-level professional administrative work, research, and analysis in support of the business Management Directorate. To participate in the directorate's day to day operations that include general office administration, monitoring and evaluation, risk management and regulatory compliance, Human Resource and involvement in administrative tasks, related to long, medium and shortage strategic planning.

**Key Learning Areas:** Delivering of confidential Business Management Support documentation to other directorates within the Community Development Department and staff. Ensuring that confidential documentation is delivered by hand personally to the addresses and that receipt thereof is provided. Assist Manager/Officer by following up on requests by frequently interacting with staff from other

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directorates/departments to ensure effective interdepartmental communication and assisting in improving administration procedures.

**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. Computer literacy and Office Application; Communication and Organizational skills, Ability to handle confidential information, Analytical and research skills, Ability to plan, organize and prioritize work

**Contact Person:** Noluthando Sihlala

**Tel No:** 011 407 7035

**Workplace:** 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/ggAyqA9l1J9Y5Hde3l1A>

Or visit [www.joburg.org.za](http://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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2. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Executive Directors Office  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric/Grade 12, National Diploma in N6 in Office Administration (candidate needing in service training towards completion of his/her studies);
- Language proficiency (reading and writing) English;
- Must be able to work extended hours as and when required;
- Confirmation letter from institution;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** To perform administrative functions within the unit/department, which includes logistical and administrative support in terms of assets management, fleet services, management of telephones and cellular telephones, maintenance issues and general procurement duties.

**Key Learning Areas:** To render administrative and support services to the Monitoring and Evaluation Unit of the Housing Department. Requisition of Assets and Stationery for the Monitoring and Evaluation Unit. Transporting by hand of restricted Performance Information documents to relevant Departments within the City.

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

**Core Competencies:** Computer literacy and Office Application; Communication and Organizational skills, Flexibility and Interpersonal skills, Analytical and research skills, Ability to plan, organize and prioritize work

**Contact Person:** Noluthando Sihlala  
**Tel No:** 011 407 7035/7198  
**Workplace:** 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/ZJyB2DXB5TA1wUH7ml2Y>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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3. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Integrated Policy Planning and Procedure (IPPR)  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric/Grade 12, Bachelor's Degree in Business Management or Business Administration, Public Administration, Monitoring and Evaluation (NQF Level 7) or any relevant qualifications;
- Confirmation letter from institution;
- Computer literacy;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** To render developmental-level professional administrative work, research and development, and policy development in support of the IPPR Directorate. To participate in the directorate's day to day operations that include general office administration, monitoring and evaluation, risk management and regulatory compliance, monitoring and evaluation reporting and involvement in administrative tasks, related to long, medium and shortage strategic planning.

**Key Learning Areas:** Offer support to the Directors office with regards to policy development, research conducted and intergovernmental relations.

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

**Core Competencies:** Good Interpersonal and Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles. Computer literacy and Office Application; Communication and Organizational skills, Ability to handle confidential information, Analytical and research skills, Ability to plan, organize and prioritize work

**Contact Person:** Nonjabulo Sibiya

**Tel No:** 011 407 6039

**Workplace:** 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/Whp0oGqtB64vc5aNzhML>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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4. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Finance  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric/Grade 12, N6 in Finance and or related Degree in Finance;
- Language proficiency (reading and writing) English;
- Must be able to work extended hours as and when required;
- Confirmation letter from Institution;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** To assist in the budget process and financial planning, revenue management, expenditure management, assets and liability management and procurement process in terms of Municipal Finance Management Act, Treasury Regulation and other related Finance policies.

**Key Learning Areas:** To ensure that budget preparations and allocation of resources is in aligned to CoJ priorities, Housing business plans are prepared and in accordance to MFMA and related Regulations. To maximize revenue collection and minimize accumulated debtors accounts in arrears in order so that the Department can have adequate resources to maintain the rental units. To safeguard the Assets of City of Johannesburg in accordance with MFMA and related GRAP's standards. To participate in procurement process for service delivery in compliance to MFMA, Treasury Regulations and CoJ approved SCM policy. Assist in achieving effective and efficient expenditure management in compliance to MFMA and CoJ policies and reducing or illuminating unauthorized, irregular, fruitless and wasteful expenditure. To facilitate internal communications, documentation flow, approvals and provide information in response to inquiry or queries and to improve overall service delivery.

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

**Core Competencies:** Computer literacy and Office Application; Communication and Organizational skills, Flexibility and Interpersonal skills, Analytical and research skills, Ability to plan, organize and prioritize work

**Contact Person:** Thato Sepuru  
**Tel No:** 011 407 7198  
**Workplace:** 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/Whp0oGqtB64vc5aNzhML>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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5. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Sports and Recreation  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Grade 12/NQF level 4 plus 3 year Social Sciences tertiary qualification, with specific focus on Sports & Recreation/NQF level 6;
- Confirmation letter from Institution;
- Computer literacy (Word and Excel); and
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** Managerial duties related to sport and recreation facilities and programmes. To manage the sport and recreation section within a region.

**Key Performance Areas:** Manage all financial matters at the recreation facility. Initiate and manage programs (Including outreach programs) and activities. Manage and/or assist with the managing of staff, schedules and activities. Manage the facility and administration. Implement research and development results.

**Leading Competencies:** Interpersonal and conflict resolution. Attention to detail and report writing.

**Core Competencies:** Organising skills, good communication, bilingualism (proficient in English and at least one other language), financial management, problem solving and negotiating skills.

**Contact Person:** Nonjabula Sibiya  
**Tel No:** 011 407 6039  
**Workplace:** Various Regions within the City of Johannesburg

All applications will be through the website using this link:

<https://zfrmz.com/Whp0oGqtB64vc5aNzhML>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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6. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Facilities Enhancement Unit  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric/Grade 12, National Diploma in Built Environment (NQF Level 6) and/or Bachelor's Degree in Built Environment Discipline (NQF Level 7); Project Management Degree
- Language proficiency (reading and writing) English;
- Must be able to work extended hours as and when required;
- Confirmation letter from Institution;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

**Primary Function:** To assist in the delivery Human Settlements in the Cores of the City and the Corridors of Freedom. Assist specialists to determine how plots of land/building should best be used within a community and assist in project packaging/audits as required.

**Key Learning Areas:** Assist the coordination of procedural requirements associated with delivery of human settlement. Provide administrative support in relation to the Unit. Assist in Project management and facilitation and analysis of data and provide input for changes in policy and guidelines.

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

**Core Competencies:** Computer literacy and Office Application; Communication and Presentation skills, Coordinating and Conflict Management skills.

**Contact Person:** Thato Sepuru  
**Tel No:** 011 407 7198  
**Workplace:** 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/8um3jV9eXbDGj5owx0LI>

Or visit [www.joburg.org.za](http://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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7. **Department:** COMMUNITY DEVELOPMENT  
**Branch:** Arts, Culture and Heritage  
**Designation:** Intern  
**Salary Range:** R3 500 - R8 329.27 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- BA or Honors in History, Anthropology, Heritage or Social Science degree minimum; Business Management or Public Administration (NQF level 7) Development Studies or Public Administration;
- General knowledge of museums and art galleries;
- Confirmation letter from Institution;
- Knowledge of GRAP 103; and
- Will be expected to work odd times, including weekends and/or public holidays.

**Primary Function:** Assist with and implement policies, manage staff, oversee budget and financial controls, champion public programs, ensure safety and security in the museum, see to the marketing and promotion of the museum, ensure that the museum facilities are well-maintained, formulate a strategic vision for the museum, liaise with partners and stakeholders and ensure that museum conforms to international museum standards, manage loans and collections.

**Key Performance Areas:** Manage all financial matters at the museum. Initiate, assist with formulating and manage programs and activities. Manage staff, schedules and activities. Manage the facility and administration. Market and promote the museum.

**Leading Competencies:** Collaborative/Teamwork management & Accountability; Good Communications ability; Networking skills; Project and People management; Planning and organising and Strategic Business planning.

**Core Competencies:** Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism Impact and Influence and Confidentiality.

**Contact Person:** Thato Sepuru  
**Tel No:** 011 407 7198  
**Workplace:** Various Regions within the City of Johannesburg

All applications will be through the website using this link:

<https://zfrmz.com/IK6EB6OCmOGi5q3RhpNa>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

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**The City of Johannesburg (CoJ), Housing Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.**

The details are as follows:

8. **Department:** Housing  
**Branch:** Public Housing Programme Support  
**Designation:** Intern  
**Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits)

### **Appointment Requirements:**

- Matric/Grade 12, National Diploma in Built Environment (NQF Level 6) and/or bachelor's degree in Built Environment Discipline (NQF Level 7)
- Language proficiency (reading and writing) English
- 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:** To assist in the delivery Human Settlements in the Cores of the City and the Corridors of Freedom. Assist specialists to determine how plots of land/building should best be used within a community and assist in project packaging/audits as required.

**Key Learning Areas:** Assist the coordination of procedural requirements associated with delivery of human settlement. Provide administrative support in relation to the Unit. Assist in Project management and facilitation and analysis of data and provide input for changes in policy and guidelines. Assisting in the interpretation and implementation of Human Settlement policies, legislation and acts.

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

**Core Competencies:** Computer literacy and Office Application; Communication and Presentation skills, Coordinating and Conflict Management skills.

**Contact Person:** Tshifhiwa Ndou

**Tel No:** (011) 018 6661

**Workplace:** Central Place

All applications will be through the website using this link:

<https://zfrmz.com/8S6hRkOLzHnNq7rF1aBC>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies

**An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications**

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