



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: 029/2021

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, 15 JUNE 2021

CLOSING DATE: TUESDAY, 29 JUNE 2021

**ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION, REMUNERATION,
PERFORMANCE AND TRANSFORMATION**

PUBLICATION DATE: 15 JUNE 2021

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INTERNSHIP POSITIONS (029 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 Governance Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Governance
Branch: Management Support
Designation: Intern (Finance)
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Diploma in Business Administration and Finance related field, Computer Literacy- MS Office Applications.
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Performs tasks/ activities associated with co-ordinating the logistical and procedural and requirements for Group Governance, provision of secretarial / administrative support through the application of laid down departmental procedures, accessing and making available information, translating documents and performing related Finance duties. This function works closely with the Finance management in order agree the agenda, finalise reports required, communicate in a timely and efficient manner to stakeholders and address any and/or all challenges as they arise in order to have efficient meetings that translate to appropriate responsibility and accountability of performance for the meeting and the finance department.

Key Learning Areas: Co-ordinates specific logistical and procedural requirements associated with Finance and management support department. Provide administrative/ Finance support to various Group Sub sections Sittings within the City of Johannesburg: Group Governance. Performs administrative / Secretarial activities associate with preparing of documents and correspondence for circulation.

Leading Competencies: Basic knowledge of Administrative/Finance Support concept and functions. Knowledge of HR processes

Core Competencies: Computer Literacy (Microsoft Word and Excel). Good communication skills. Coordinating skills.

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Contact Person: Nthabiseng Makhele
Tel No: 011 407-6550
Workplace: 33 Hoofd Street, Braampark, Braamfontein

All applications will be through the website using this link:

https://share.hsforms.com/1llhxlg_EQFSS2R-JxBPC6A469tl

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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2. **Department:** Group Governance
Branch: Head of Department
Designation: Intern (HOD Office)
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Grade 12 / NQF level 4 plus Degree in Public management or Law Qualification, Computer Literacy- MS Office Applications.
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Performs tasks/ activities associated with co-ordinating the logistical and procedural and requirements for Group Governance, provision of secretarial / administrative support through the application of laid down departmental procedures, accessing and making available information, translating documents and performing related Administrative duties. This function works closely with the Head of Department, management support and Governance management in order agree the agenda, finalise reports required, communicate in a timely and efficient manner to stakeholders and address any and/or all challenges as they arise in order to have efficient meetings that translate to appropriate responsibility and accountability of performance for the meeting and the HOD office.

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