



a world class African city

City of Johannesburg  
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre  
158 Civic Boulevard  
Braamfontein

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Johannesburg  
South Africa  
2000

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

# CITY OF JOHANNESBURG

## INTERN CIRCULAR: 028/2021

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. Appointments will be made in 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 appointments to be within 4 months from the closing date of circular.

**PUBLISHED DATE: TUESDAY, 01 JUNE 2021**

**CLOSING DATE: MONDAY, 14 JUNE 2021**

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**CLOSING DATE: 14 JUNE 2021**

**INTERN VACANCY CIRCULAR: 028/2021**

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## INTERNSHIP POSITIONS (028/2021)

**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.

- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
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**The City of Johannesburg (CoJ), Environmental & Infrastructure Service Department (EISD) has the following Internship opportunity available for a period NOT exceeding eighteen (18) months**

The details are as follows:

1. **Department:** Environmental & Infrastructure Service Department (EISD)  
**Branch:** Finance  
**Designation:** Internship  
**Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits **OR**  
**Salary Range:** R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

**Appointment Requirements:**

- Matric plus a Diploma/Degree in Finance registered at SAQA 6 with at least 360 credits; **OR**
- Matric plus enrolled for a Diploma in Finance registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- WHEREAS the institution envisages extending the training of the student by adding a practical or experiential training discipline hereinafter referred to as “training”, namely in the field of Finance as part of the existing course/studies;
- Computer literacy, communication and coordinating skills;
- 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:** Assist the EISD to control their key performance and result indicators so their assets are reported accurately and ensure SCM budget and accounting compliance effectively, efficiently in order to conform to the requirements of the MFMA and related Acts and the City’s Financial strategies and policies. This unit controls the assets, SCM, budgeting and accounting compliance of EISD.

**Key Learning Areas:** Maintain a computerized asset register by means of the SAP financial system.

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Control the implementation of specific procedures, systems and controls associated with key functional areas embodied in EISD.

**Leading Competencies:** ICT literacy; Good interpersonal, coordinating 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.

**Contact Person:** Mashaka Madia

**Tel No:** 011 587 4327

**Workplace:** Traduna House, 118 Jorissen Street, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1095wO5PHQB-Zjm2KsU-I1A469tl>

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

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**The City of Johannesburg (CoJ), Environmental & Infrastructure Service Department (EISD) has the following Internship opportunity available for a period NOT exceeding eighteen (18) months**

The details are as follows:

2. **Department:** Environmental & Infrastructure Service Department (EISD)  
**Branch:** Strategic Coordination and Integration  
**Designation:** Internship  
**Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits **OR**  
**Salary Range:** R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

### **Appointment Requirements:**

- Matric plus a Diploma/Degree in Environmental Management and GIS or equivalent qualification registered at SAQA 6 with at least 360 credits; **OR**
- Matric plus enrolled for a Diploma in Environmental Management and GIS or equivalent qualification registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- WHEREAS the institution envisages extending the training of the student by adding a practical or experiential training discipline hereinafter referred to as “training”, namely in the field of Environmental Management and GIS as part of the existing course/studies;
- Knowledge of Environmental Management and National Diploma in Environmental Management would be an added advantage;
- Computer literacy, Arc GIS and MS Office applications;
- Communication and coordinating skills;
- 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 GIS services within EISD with regards to Environmental Management based layers and some project administration within the City of Johannesburg.

**Key Learning Areas:** Assist the department’s directorates to map and coordinate environmental data onto ArcGIS. Participate during Environmental Awareness events.

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