



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: 030/2021

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: FRIDAY, 18 JUNE 2021

CLOSING DATE: THURSDAY, 01 JULY 2021

PUBLICATION DATE: 18 JUNE 2021

CLOSING DATE: 01 JULY 2021

INTERN VACANCY CIRCULAR: 030/2021

INTERNSHIP POSITIONS (030/2021)

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.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

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

The details are as follows:

1. **Department:** Public Safety
Branch: Communication and Marketing
Designation: Graphic Design – Intern
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:

- A National Diploma and/or Degree in Graphic Design or graduates who have obtained a National Diploma (NQF 6) or three (3) year Degree (NQF 7) in Graphic Design or equivalent qualification as recognized by SAQA registered at SAQA 6 with at least 360 credits; **OR**
- Matric plus Final Year Students Studying towards a qualification in Graphic Design registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- 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: Provide support in the conceptualization of new innovative ways of design work for promoting the work done by the Department. This will entail the designing of communication collateral and all digital platforms including websites, social media, e-mailer campaigns, invites, Press Ads, Billboards, Street posters in line with City and Department's CI manual and in order to achieve the Department's strategic objectives.

Key Learning Areas: Designing artwork for seasonal campaigns such as road, water and fire safety. Design of traditional media such as brochures, flyers, business cards, billboards etc targeting both

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internal and external stakeholders. Ability to understand and interpret creative briefs from the Communication Team. Design digital elements for all events and activations. Design event programmes, social media posters aimed at promoting different awareness campaigns. Update all social media artwork as and when required.

Leading Competencies: Work independently and in a multi-disciplinary team. Attention to detail, patience and concentration. Creativity (e.g. adapting to the new normal) and time management.

Core Competencies: Working knowledge of Word, Excel & PowerPoint. Proficient in Adobe Illustrator, Photoshop and InDesign. Passion for design. Deep etching photos for print and online use. Mac literate. Knowledge in photography is an additional bonus. Ability to understand and interpret creative brief. Conceptually strong. Ability to work under pressure and deliver work within strict deadlines. Batho Pele principles

Contact Person: Katlego Legwale
Tel No: (011) 490 1564.
Workplace: Public Safety Headquarters, Martindale

All applications will be through the website using this link:

Public Safety Graphic Design – Intern
<https://share.hsforms.com/111VuGS5vRpO1DCe6FSCeew469tl>

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

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

The details are as follows:

2. **Department:** Public Safety
Branch: Communication and Marketing
Designation: Media Production/Journalism – Interns X 2
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- A National Diploma (NQF 6) and/or Degree (NQF 7) in Journalism or equivalent qualification as recognized by SAQA registered at SAQA 6 with at least 360 credits;
- 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: Provide support in the development and writing of content for different publications and platforms in order to achieve the Department's strategic objectives.

Key Learning Areas: Identify communication opportunities, developing story ideas, conducting interviews and writing articles for use in newsletters, brochures, leaflets, posters etc. Developing and managing content for the various social media platforms. Photography and videography services. Administrative work e.g. minutes and report-writing, liaising with and briefing service providers.

Leading Competencies: Work independently and in a multi-disciplinary team. Attention to detail, patience and concentration. Creativity (e.g., adapting to the new normal) and time management.

Core Competencies: Strong interpersonal and communicating skills (both orally and in writing). Strong team working skills, the ability to work independently and seize opportunities. Strong computer skills and creative problem-solving. Batho Pele principles.

Contact Person: Katlego Legwale

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Tel No: (011) 490 1564.
Workplace: Public Safety Headquarters, Martindale

All applications will be through the website using this link:

Public Safety Media Production/Journalism – Intern
https://share.hsforms.com/1Y6T9GeJYR5-udMobg_Nurg469tl

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

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- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

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

The details are as follows:

3. **Department:** Public Safety
Branch: Communication and Marketing
Designation: Public Relations/Marketing – Intern
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:

- Graduates who have obtained National Diploma (NQF6)/Degree (NQF7) in Public Relations/Marketing or Communication as recognized by SAQA registered at SAQA 6 with at least 360 credits; **OR**
- Final Year Students Studying towards Public Relations/Marketing or Communication registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- 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: Provide support in public relations, stakeholder and event management and the identification of communication and marketing opportunities in order to achieve the Department's strategic objectives.

Key Learning Areas: Prepare procurement reports and facilitate the approval thereof in accordance to City policies. Drafting of specifications for events, corporate gifts, promotional materials and publications. Liaising with appointed service providers to ensure delivery according to set timeframes. Organise events aimed at building internal morale amongst Public Safety employees. To enhance and position the Public Safety Branding by ensuring that Departmental events are well branded. Produce the necessary progress reports (Weekly, Monthly, Quarterly and Annually).

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Leading Competencies: Work independently and in a multi-disciplinary team. Attention to detail, patience and concentration. Creativity (e.g. adapting to the new normal) and time management.

Core Competencies: Excellent Communication skills both in writing and orally. Excellent interpersonal skills. Adherence to policies and regulations. Teamwork/Networking. Batho Pele principles

Contact Person: Judy Maswangane

Tel No: (011) 490 1564.

Workplace: Public Safety Headquarters, Martindale

All applications will be through the website using this link:

Public Safety Public Relations/Marketing – Intern

https://share.hsforms.com/1kG_U6IGNTIO4NMzEYjcGsg469tl

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

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