



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 (010/2021)

The City of Johannesburg (CoJ), Group Governance Department advertised the following Intern Vacancies for the period 01 March 2021 to September 2022

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 500.00 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric/Grade 12 plus and currently studying towards a Certificate/National Diploma or Degree in Administration and/or Secretarial;
- 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.

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PUBLICATION DATE: 01 MARCH 2021

CLOSING DATE: 12 MARCH 2021

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INTERN VACANCY CIRCULAR: 010/2021

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

**Contact Person:** Nthabiseng Makhele

**Tel No:** (011) 407 6550

**Workplace:** 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

<https://zfrmz.com/6dfoDXy40ypqhEBPmNvE>

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 will be required**

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