



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

INTERNSHIP POSITIONS (010/2021)

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 Corporate & Shared Services Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: Administrative Clerk Intern Fleet
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Matric/Grade 12, Certificate in Public Admin; / Diploma / Degree in Financial Management / Business Management / Transport Management / Logistics / Communication and Marketing.
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

Primary Function: Provide the administrative function for fleet, payments of invoices, quotation process, financial queries Microsoft / Excel, Minutes in Stakeholder meetings, customer service, basic word processing, data entry, filling and organizing and related work to support the FCM Directorate. Control the Financial and Administration requirements. Perform specific activities associated with line function.

Key Learning Areas: Control the administrative requirements associated with FCM Directorate. Monitor the consolidation, processing and representation for functional information. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints. Control workflow processes and output levels of work by providing administrative guidance. Performance specific activities associated with providing support to line functions.

PUBLICATION DATE: 08 MARCH 2021

CLOSING DATE: 19 MARCH 2021

INTERN VACANCY CIRCULAR: 010/2021

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.

Contact Person: Thabang Mushwana

Tel No: 011 407 6858

Workplace: 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/QIInQpsNpxtbhsvJ40Iu>

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

2. **Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: Inters SHE & COID
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Matric/Grade 12, Certificate in Public Admin or bachelor's degree in SHE Management Systems 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: Provide the administrative functionality of urgent and essential services to mitigate the COVID-19 pandemic: Screening and Testing services across the City of Johannesburg including Municipal Entities (MEs), which may include customer service, basic word processing, data entry, filing and organizing and related work to support the SHE Directorate.

Key Learning Areas: Control the administrative requirements associated with SHE Directorate. Monitor the consolidation, processing and representation for functional information. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints. Control workflow processes and output levels of work by providing administrative guidance. Performance specific activities associated with providing support to line functions.

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

PUBLICATION DATE: 08 MARCH 2021

CLOSING DATE: 19 MARCH 2021

INTERN VACANCY CIRCULAR: 010/2021

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: Tebogo Seema

Tel No: 011 407 7139

Workplace: 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://zfrmz.com/NOjh384ebLTwKixlq46t>

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