



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 VACANCY CIRCULAR: 012/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attached all relevant documents.
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: WEDNESDAY, 24 MARCH 2021

CLOSING DATE: THURSDAY, 08 APRIL 2021

PUBLICATION DATE: 24 MARCH 2021

CLOSING DATE: 08 APRIL 2021

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INTERNSHIP POSITIONS (012/2021)

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 Forensic and Investigation Services Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

1. **Department:** Group Forensic and Investigation Services
- Branch:** Strategic Stakeholder Management
- Designation:** Intern: Media Liaison Officer
- Salary Range:** R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Matric/Grade 12 plus a tertiary qualification in Communications / Public Relations or related (NQF level 6 / 7).
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide media liaison support to the Strategic Stakeholder Management Director.

Key Learning Areas: Control the administrative requirements associated with Strategic Stakeholder Management. Provide administrative general support. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints. 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.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication values and COJ values. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Xoliswa Ndumo

Tel No: 011 407 6003

Workplace: 158 Civic Boulevard, Braamfontein. Metropolitan Centre

All applications will be through the website using this link:

<https://zfrmz.com/E7GtR78Ky7ZgVIFVR64X>

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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 Forensic and Investigation Services
Branch: Strategic Stakeholder Management
Designation: Intern: Multimedia Officer
Salary Range: R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Matric/Grade 12 plus a tertiary qualification in Communications / Public Relations or related (NQF level 6 / 7).
- Confirmation letter from institution
- Computer literacy.
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide support to the Strategic Stakeholder Management unit.

Key Learning Areas: Control the administrative requirements associated with Strategic Stakeholder Management. Provide administrative general support. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints. 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.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication values and COJ values. Coordination and Problem-Solving skills required and Batho Pele Principles.

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