

CITY OF JOHANNESBURG

INTERN CIRCULAR: 024/2021

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. Appointment will be made 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 appointment to be made within 4 months from the closing date of circular.

PUBLISHED DATE: FRIDAY, 07 MAY 2021

CLOSING DATE: THURSDAY, 20 MAY 2021

PUBLICATION DATE: 07 MAY 2021

CLOSING DATE: 20 MAY 2021

INTERN VACANCY CIRCULAR: 024/2021



a world class African city

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

Metropolitan Centre
158 Civic Boulevard

PO Box 1049
Johannesburg
South Africa

www.joburg.org.za

INTERNSHIP POSITIONS (024/2021)

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: Admin Assistant - Interns
Salary Range: R3 500 pm (stipend)

Appointment Requirements:

- Matric/Grade 12, Certificate in Public Admin at NQF level 6 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, filling 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.

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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: Boitumelo Makgoba

Tel No: 011 407 6076

Workplace: 158 Civic Boulevard, Braamfontein. Metropolitan Centre.

All applications will be through the website using this link:

<https://share.hsforms.com/13XtRV14GRGGktGE0AHVI-A469tl>

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

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