



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)

# CITY OF JOHANNESBURG

## INTERN CIRCULAR: 026/2021

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: WEDNESDAY, 19 MAY 2021**

**CLOSING DATE: TUESDAY, 01 JUNE 2021**

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# INTERNSHIP POSITIONS

**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), Development Planning has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.**

The details are as follows:

1. **Department:** Development Planning
- Directorate:** Land use Development Management
- Designation:** IT Internship Programme
- Salary Range:** R8 329.29 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric plus Diploma / Degree in information Technology or equivalent qualifications registered at NQF LEVEL 6/7
- Understanding of ICT Systems
- 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:** The purpose of the job is for the intern to be an administrator for Town Planning System (TAS). TAS is an integrated system within Development Planning and other Municipal Owned Entities (MOES) within the City of Johannesburg. The intern's main duties are to manage users ,system issues and enhancements of TAS.

**Key Learning Areas:**

Manage large datasets , perform data analysis and produce reports. In addition , the job will also enable LUDM to provide knowledge and skills transfer.

**Leading Competencies:** ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

**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:** Nthabiseng Majara  
**Tel No:** (011) 407-6534  
**Workplace:** 158 Civic Boulevards Braamfontein

All applications will be through the website using this link:

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<https://share.hsforms.com/13F5OgXPSSiKXhYHuUMPDdA469tl>

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.**

2. **Department:** Development Planning  
**Branch:** **Alexandra Renewal Projects**  
**Designation:** **Intern**  
**Salary Range:** R3 500 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Matric plus a tertiary qualification in Human Resources Management/NQF level 5;
- Computer literacy;
- 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:** The intern post in the Planning Single Law Enforcement will be exposed and trained on how to perform administration tasks associated with the maintenance of records system in order to ensure good customer relations and ensure smooth flow of applications at all stages in retrieval and storage process to enhance the image of the City of Johannesburg. To provide administration support to Director , Assistant Director and Operational Managers .

**Key Learning Areas:** Coordinate administrative requirements associated with Human Resources functionality. Coordinate specific sequences associated with employment of personnel. Collate and prepare qualitative and quantitate information for inclusion into specific statutory reports. Attend to specific sequences associated with the notification, arrangement and provision of support in respect of sub-committee meeting and dispute hearings.

**Leading Competencies:** ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

**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:** Siphwe Khumalo  
**Tel No:** (011) 407-7085  
**Workplace:** 158 Boulevards , Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1Mj-Eie04Q4aLhiil7DazKg469tl>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.

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