



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 CIRCULAR: 021/2021

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: FRIDAY, 28 MAY 2021

CLOSING DATE: THURSDAY, 10 JUNE 2021

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CLOSING DATE: 10 JUNE 2021

INTERN VACANCY CIRCULAR: 021/2021

INTERNSHIP POSITION (021/2021)

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.

- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

The City of Johannesburg (CoJ), Environmental & Infrastructure Service Department (EISD) has the following Internship opportunity available for a period NOT exceeding eighteen (18) months

The details are as follows:

1. **Department:** Environmental & Infrastructure Service Department (EISD)
Branch: Waste Management & Regulations (WM&R)
Designation: Internship
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits **OR**
Salary Range: R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

Appointment Requirements:

- Matric plus a Diploma in Administration or equivalent qualification registered at SAQA 6 with at least 360 credits; **OR** Matric plus enrolled for a Diploma in Administration or equivalent qualification registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- WHEREAS the institution envisages extending the training of the student by adding a practical or experiential training discipline hereinafter referred to as “training”, namely in the field of Administration as part of the existing course/studies;
- Computer literacy, communication and coordinating skills;
- 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: Provide administrative service to the Regulation & Permitting sub-unit with regards to management and maintenance of Waste Information Management System to ensure registration and permitting of Waste Management Activities from application to renewal of their permits.

Key Learning Areas: Control the administrative requirements associated with Waste Information Management sub-unit. Monitor the consolidation, processing and presentation for functional

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information. Control workflow processes and output levels of work by providing administrative guidance. Performance specific activities associated with providing support to the sub-unit.

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: Mashaka Madia

Tel No: 011 587 4327

Workplace: Traduna House, 118 Jorissen Street, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1HrSMx7NwRy2zJAwddnUHEg469tl>

Or visit www.joburg.org.za and click on Vacancies.