



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: 027/2021

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: MONDAY, 24 MAY 2021

CLOSING DATE: FRIDAY, 04 JUNE 2021

PUBLICATION DATE: 24 MAY 2021

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INTERN VACANCY CIRCULAR: 027/2021

INTERNSHIP POSITION (027/2021)

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.

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- 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), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

The details are as follows:

- | | |
|------------------------------|---|
| 1. <u>Department:</u> | Transport |
| <u>Branch:</u> | Quality Control |
| <u>Designation:</u> | Quality Control Interns |
| <u>Salary Range:</u> | R3 500.00 pm (cost to company, basic salary, no benefits) |

Appointment Requirements:

- Matric and/or enrolled for a Certificate/Diploma in Transport Management or Logistic Management registered at SAQA level 6 with an enrolment letter at current tertiary institution;
- Confirmation letter from institution;
- Knowledge of public transport operations;
- Ability to compile operations report and project daily bus operations statistics and plan for the future;
- Computer literacy Microsoft Office Applications - Word, Excel and PowerPoint;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Manual, daily bus kilometer recordings for Rea Vaya Phase 1A and Phase 1B since the BMCM is not yet in place.

Key Learning Areas: Assist in daily monitoring of the operated bus routes, schedules, give feedback and problem-solving inputs. Record operated bus kilometers. Evaluate the effectiveness of schedules and identify schedule problems so that remedial actions can be taken. Identify daily operated missed trips. Capture daily missed trips onto the kilometer register. Consolidate daily operated kilometers. Review weekly kilometer register.

Leading Competencies: Client Orientation Approach. Work under pressure. Ability to work with numbers.

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Core Competencies: Communication (verbal and written).

Contact Person: Rutana de Klerk

Tel No: (011) 021 8710

Workplace: Old Mutual Building, 75 Helen Joseph Street, Johannesburg

All applications will be through the website using this link:

1. Transport: Quality Control Interns

<https://share.hsforms.com/1AS4h1S5FRzWI0TnDKYWfUg469tl>

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

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