



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
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South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

INTERN CIRCULAR: 023/2021

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, 07 MAY 2021

CLOSING DATE: THURSDAY, 20 MAY 2021

PUBLICATION DATE: 07 MAY 2021

CLOSING DATE: 20 MAY 2021

INTERN VACANCY CIRCULAR: 023/2021

INTERNSHIP POSITIONS (023/2021)

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), Group Information, Communication, Technology & Infrastructure Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

The details are as follows:

1. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: Office of the Group Chief Technology Officer (GCTO)
Designation: Internship GCTO Support
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a Diploma/Degree in IT registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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 assistance to the ICT Department in the coordination and consolidation of information and support the Department with administration functions. Must be able to be part of a multidisciplinary team, which may include senior management and service providers. Prepare required documentation and agendas in preparation for meetings. General knowledge of the IT environment.

Key Learning Areas: Operational support in as far as end user, administrative, computer refresh and asset management ICT security, governance and general support is concerned.

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

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Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Mawande Gocongwana
Tel No: 011 407 6479
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship GCTO Support
<https://share.hsforms.com/1ULUIeVtFRI6SIX6YArRRjw469tI>

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

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2. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: Enterprise Program Portfolio & Architecture Management
Designation: Internship PPM Support
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a Diploma/Degree in Computer Science, Information Systems, Business Administration, or related field, registered at SAQA level 6 with at least 360 credits;
- Knowledge of project management tools, methods and best practices, such as those defined by the Project Management Body of Knowledge is crucial;
- Computer literacy and Office Application 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: Serve as a resource to project managers and project leaders to identify gaps, advise and assist them with implementing project management processes and making improvements/changes. Evaluate the needs of the project and coordinate resources to support the PMO and project team in the delivery of the project.

Key Learning Areas: Provide administrative support to project managers and leaders. Assist in facilitating program and project stakeholder meetings. Ensure project control systems are in place and integrate project data for decision makers. Design, implement, evaluate and audit project management processes and templates for the Project Management Office (PMO). Compile metrics relating to IT project success, project attributes and individual productivity and adherence to defined processes. May track costs and performance, service levels and other metrics required to ensure project goals and objectives are met. Administer and maintain project management software and tools (e.g. Microsoft Project). Organise and publish project related documentation in various sources.

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: Sinead Ahern
Tel No: 011 407 6698
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship PPM Support
<https://share.hsforms.com/1xGUbyqA-SKyB3kTr2i9xuw469tl>

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

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3. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: Information & Telecommunications Operations
Designation: Internship End User Support
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 National Diploma/Degree in Computer Science Technology registered at SAQA level 6 with at least 360 credits;
- **OR** Matric and/or enrolled for CompTIA A+ and N+ Certification with an enrolment letter at current tertiary institution;
- Knowledge of project management tools, methods and best practices, such as those defined by the Project Management Body of Knowledge is crucial;
- Computer literacy and Office Application 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: Learn and be able to support and execute IT support and initiatives. Once taught, the intern must be able to be involved in troubleshooting, diagnosing and resolving significant and complex program failures. The role will also include the setup, installation, configuration, troubleshooting and maintenance of the City's desktops, hardware, software and peripherals.

Key Learning Areas: Provide first line support to end users. Ensure compliance to the City's IT Security policies. Assist with Refresh Projects. Be provided with mentorship and coaching by senior staff.

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: Mawande Gocongwana
Tel No: 011 407 6479
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship End User Support
<https://share.hsforms.com/16KKWGkYETqOMBRZKPCCWUA469tl>

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

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4. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: ICT Governance Risk and Governance
Designation: Internship ICT Risk and Governance
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT or equivalent, registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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: Assist with the tasks confirming and documenting Processes, Procedures and Standard for all GICT Functional Units, to ensure that the Department has processes outlined on how they get their work done.

Key Learning Areas: Prioritise governance processes. Breakdown processes into detailed steps and align to objectives. Create processes, templates and communication materials. Assign governance process owners and individual KPIs. Attend meetings and take minutes. Communicate with other functional units. Perform tasks and assignments as and when required.

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

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: Mawande Gocongwana
Tel No: 011 407 6479
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship ICT Risk and Governance
https://share.hsforms.com/1XPe79y-3Qbye-lv_WFxOqg469tl

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

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5. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: IT Security, Risk, Audit and Governance (Security Operations)
Designation: Internship CSC Analyst
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT or equivalent, registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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: Primarily responsible for protecting the company's network and systems from cyber-attacks. This involves researching upcoming ICT trends, creating contingency plans, reviewing suspicious activities, reporting security breaches and educating the rest of the company on security measures.

Key Learning Areas: Monitor networks to stay informed of activities taking place within them, identify negative activity in incoming code and respond to them accordingly. Provide suggestions and best data security practices for employees and end users. Compile ongoing safety reports, document security issues and measures taken to resolve them. Research upcoming trends in information technology and security, stay updated on potential threats and attacks and come up with preventative strategies.

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

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: Sinead Ahern
Tel No: 011 407 6698
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship CSC Analyst
<https://share.hsforms.com/1GLwi6cRkTHOx4bbP31o0Xw469t>

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

6. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: IT Security, Risk, Audit and Governance (Security Operations)
Designation: Internship CSC Digital Forensic
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT, registered at SAQA level 6 with at least 360 credits;
- Track mobile phone movements and activity; Receive and copy deleted data from PCs; Trace email and websites; Link photographs with cameras and software; Test for viruses and hackers;
- Computer literacy and Office Application 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: Examine computers and other digital devices, such as mobile phones and cameras, for evidence of crime. Provide support to civil and criminal investigations and intelligence agencies detecting, preserving, analyzing and presenting digital evidence.

Key Learning Areas: Collect digital evidence and advise on the reliability of digital evidence. Conduct interviews and take statements concerning computer evidence. Conduct examinations of digital evidence and prepare evidence. Analyse and present digital evidence.

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

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: Mawande Gocongwana
Tel No: 011 407 6479
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship CSC Digital Forensic
<https://share.hsforms.com/1UXmRBH3sQTGyrehP506PFA469tl>

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

7. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: IT Security, Risk, Audit and Governance (Security Operations)
Designation: Internship CSC Reverse Engineering Specialist
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT, registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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: Examine malware and software by breaking it down to pure code to better understand the potential vulnerability of software. Find out how the malware affects existing security. Responsibilities revolve around the design of systems and applications and how those designs can create additional vulnerability or security for the company. Test software and document findings as a researcher to create a more secure network overall and to help beat those who are creating malicious software. Daily job duties are mainly reading and understanding code.

Key Learning Areas: Perform software and hardware reverse engineering vulnerability research discovery and system exploitation. Examine malware and software by breaking it down to pure code to understand potential vulnerability. Perform research in the area of malicious software trends, vulnerabilities and exploitation tactics. Produce reports detailing attributes and functionality of malware and indicators that can be used.

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

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: Sinead Ahern
Tel No: 011 407 6698
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship CSC Reverse Engineering Specialist
<https://share.hsforms.com/1unDpzffKQ5y4tEbFPMwcDg469tl>

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

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8. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: IT Security, Risk, Audit and Governance (Security Operations)
Designation: Internship Cyber Security Administrator
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT, registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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: Analyse, filter and resolve system issues and faults.

Key Learning Areas: Linux and UNIX server administration. Install, administer and troubleshoot network security solutions. Security threat eradication SEP 14 and EDR. Employ the latest security protocols. Create SIEM Tool report. Monitor network traffic and system resources. Maintain and monitor system resources.

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

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: Sinead Ahern
Tel No: 011 407 6698
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship Cyber Security Administrator
https://share.hsforms.com/13GWZGq-qRzm_gaq71CE3oq469tl

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

9. **Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: IT Security, Risk, Audit and Governance (Security Operations)
Designation: Internship Cyber Incident Responder
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric plus a National Diploma/Degree in IT, registered at SAQA level 6 with at least 360 credits;
- Computer literacy and Office Application 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: Analyse, filter and resolve cyber security events.

Key Learning Areas: Monitor security events. Identify and respond to incidents. Analyse security breaches to identify the root cause. Check compliance (if the machines and servers comply with our security policies). Log and keep all security incidents. Track calls for machines and servers that do not comply with our security policies. Security Posture reports. Run Aggressive Scan on machines that are infected with malwares. Log and keep track of calls for machines and servers that do not comply with our security policies. Provide SIEM reports.

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

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: Sinead Ahern
Tel No: 011 407 6698
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship Cyber Incident Responder
<https://share.hsforms.com/1jZ0EwobdTW2dC4ADOOOrRvw469tl>

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

- 10. Department:** Group Information, Communication, Technology & Infrastructure (GICT&IM)
Branch: Customer & Service Relationship
Designation: Internship Service Desk Agent
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 IT or equivalent qualification registered at SAQA with at least 360 credits;
- **OR** Matric and/or enrolled for a Diploma/Technical Certificate in IT or equivalent qualification registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- Computer literacy and Office Application 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: Serve as a first point of network to CoJ technology users, this includes first line technical support for network, hardware and software in the environment.

Key Learning Areas: Call logging. First line support and troubleshooting. User administration. Documenting and reporting.

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

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: Mawande Gocongwana
Tel No: 011 407 6479
Workplace: JD House, 27 Stiemens Street, Braamfontein

All applications will be through the website using this link:

1. Group Information, Communication, Technology & Infrastructure: Internship Service Desk Agent
https://share.hsforms.com/11qHIY_g_S06ccYza-AIKNw469tl

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