



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: 025/2021

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, 12 MAY 2021

CLOSING DATE: TUESDAY, 25 MAY 2021

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INTERNSHIP POSITIONS (025/2021)

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), Group Corporate & Shared Services Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

1. **Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Workplace: 158 Civic Boulevard, Metro Centre
Designation: Admin and Logistics Intern
Salary Range: R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student **OR**
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Matric and/or enrolled for N6 Certificate registered at SAQA with an enrolment letter at current tertiary institution; OR
- Diploma or Degree in Administration/Logistics/Mechanical Engineering or equivalent qualification registered at SAQA with at least 360 credits;
- Computer literacy (MS Office applications);
- 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: Run digital and photocopying machine. Printing, folding and sorting work for 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 printing Directorate. Help plate making and do make read, fan and load paper on lithographic printing machine. Ad hoc duties.

Key Learning Areas: Control the administrative requirements associated with printing Directorate. Control workflow processes and output levels of work by providing printing expertise. Performance

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specific activities associated with providing support to line functions. Lithographic printing, Digital Printing, Electronic Origination, (designing) and Book Binding.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

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: Sydney Kuduza

Tel No: (011) 407 7139

All applications will be through the website using this link:

1. GCSS (Group SHELA and FCM): Printing-
<https://share.hsforms.com/1TdW08yJpQUi5b08ee1Yckg469tl>

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

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