



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: 039/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attach all relevant documents.
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, 11 OCTOBER 2021**

**CLOSING DATE: FRIDAY, 22 OCTOBER 2021**

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## INTERNSHIP POSITION (039/2021)

**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.

**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. **Department:** Transport
- Branch:** Management Support
- Designation:** Management Support Intern X 2
- 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:**

- Diploma or Certificate in Business Administration/Public Administration/Business Management or Human Resources (NQF level 6);
- Confirmation letter from institution;
- 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:** Provide administrative support to the management support unit in order to achieve effective and efficient organizational process and attainment of highest performance management.

**Key Performance Areas:** Assist in the administration work for Management Support. Liaison with stakeholders. Submit administrative documents for resolving customer complaints.

**Leading Competencies:** Customer Service, problem analysis and problem solving.

**Core Competencies:** Computer Literacy (Microsoft Word, Excel and PowerPoint). Good communication skills, including presentation skills. Numeration and Coordinating skills. Good report writing skills.

**Contact Person:** Humphrey Mphahlele

**Tel No:** (011) 022 8656

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

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All applications will be through the website using this link:

<https://share.hsforms.com/1bXx7PQoQRlyCCNTu1Z33IQ469tl>

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

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