



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: 040/2021

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: THURSDAY, 28 OCTOBER 2021**

**CLOSING DATE: THURSDAY, 11 NOVEMBER 2021**

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## INTERNSHIP POSITION (040/2021)

**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), 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:** Transport Planning and Policy  
**Designation:** 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/Degree in Civil Engineering or Town & Regional Planning or Transport Management; OR
- Grade 12 with 1 year (2 semesters completed) in the Diploma/Degree in Civil Engineering or Town & Regional Planning or Transport Management;
- 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:** To afford Interns an opportunity to gain skills in local area transport planning and the development and implementation of transport policy/regulations.

**Key Performance Areas:** Develop and manage strategies to improve the overall performance of the transportation system, which includes amongst others evaluation of traffic impact studies that will generate more than 1 500 vehicle trips. Assist in the development of nodal transport plans in the CoJ. Implement the Security Access Restrictions Policy. Assist with the Stakeholder Consultation processes of projects/programmes run by the Unit.

**Leading Competencies:** Basic Traffic Engineering Theory; Technical Report Writing.

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**Core Competencies:** Computer Literacy (Microsoft Word and Excel). Excellent Communication skills including presentation skills. Organising skills and attention to detail. Coordinating skills. Good report writing skills. Time management and being able to work under pressure.

**Contact Person:** Rutana De Klerk

**Tel No:** (011) 032 6625

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

All applications will be through the website using this link:

Transport - Transport Planning & Policy - Intern X 2

<https://share.hsforms.com/1Udj7LZzNTWaUcdunxVrOaA469tl>

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

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