



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: 034/2021

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, 15 SEPTEMBER 2021

CLOSING DATE: TUESDAY, 21 SEPTEMBER 2021

PUBLICATION DATE: 15 SEPTEMBER 2021

CLOSING DATE: 21 SEPTEMBER 2021

INTERN VACANCY CIRCULAR: 034/2021

INTERNSHIP POSITIONS (034/2021)

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

The details are as follows:

1. **Department:** Group Corporate and Shared Services
Directorate: Office of the Group Executive Director
Designation: Human Capital Management: Intern
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:

- Grade 12 A tertiary qualification in Human resource Management or equivalent qualification registered at 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: Coordinates specific Human Resource administrative sequences and attends to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment, benefits and development.

Key Learning Areas: Co-ordinate administrative requirements associated with Human Resource functionality. Co-ordinate specific sequence associated with employment of personnel. Collates and prepares qualitative and quantitative information for inclusion into specific status reports. Attends to specific sequences associated with the notification, arrangement and provision of support in respect subcommittee meeting and dispute hearing.

Leading Competencies: 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.

PUBLICATION DATE: 15 SEPTEMBER 2021

CLOSING DATE: 21 SEPTEMBER 2021

INTERN VACANCY CIRCULAR: 034/2021

Contact Person: Kgomotso Ngubeni
Tel No: (011) 407 6711
Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1D3ZZ0qk9SBa68-GMUwT2KQ469tl>

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

An application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

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CLOSING DATE: 21 SEPTEMBER 2021

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2. **Department:** Group Corporate and Shared Services
Directorate: Office of the Group Executive Director
Designation: Administration Clerk: Intern
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:

- Grade 12 plus with a tertiary qualification or equivalent qualification registered at 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 the administrative functional of urgent and essential services to mitigate the COVID-19 pandemic, Screening and Testing services across the City of Johannesburg. Provide administrative function for fleet, rake minutes in stakeholder meetings, customer services, basic word processing, data filing and organizing and related work.

Key Learning Areas: Controls the administrative requirements associated with directorate. Monitors the consolation, processing and representation for functional information. Co-ordinates the administrative dimension associated with the processing of Directorate related queries and complaints. Controls workflow processes and output levels of work by providing administrative guidance. Performance specific activities associated with providing support to line functions.

Leading Competencies: 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: Kgomotso Ngubeni
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