



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: 032/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application form, CV, ID copy and qualifications should be uploaded electronically on the link provided below OR All application documents should be uploaded electronically on the link provided below.
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, 01 SEPTEMBER 2021

CLOSING DATE: TUESDAY, 14 SEPTEMBER 2021

PUBLICATION DATE: 01 SEPTEMBER 2021

CLOSING DATE: 14 SEPTEMBER 2021

INTERN VACANCY CIRCULAR: 032/2021

INTERNSHIP POSITIONS (032/2021)

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 Corporate & Shared Services Department has the following Internship opportunity available for a period NOT exceeding five (5) months

The details are as follows:

1. **Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: Administrative Assistant (COVID-19) – Intern
Salary Range: R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

Appointment Requirements:

- Matric plus Studying towards a qualification registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- Computer literacy, communication and coordinating 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 the administrative functionality of urgent and essential services to mitigate the COVID-19 pandemic. Screening and Testing services across the City of Joburg including Municipal Entities (MEs), which may include customer service, basic Word processing, data entry, filing and organizing and related work to support the SHE Directorate.

Key Learning Areas: Provide general office clerical work requiring some independent judgement. Monitor the consolidation, processing and representation for functional information. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints.

Leading Competencies: Work independently and in a multi-disciplinary team. Attention to detail, patience and concentration. Creativity (e.g. adapting to the new normal) and time management. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

PUBLICATION DATE: 01 SEPTEMBER 2021

CLOSING DATE: 14 SEPTEMBER 2021

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Core Competencies: Working knowledge of Word, Excel & PowerPoint. Batho Pele principles Communication and organizational skills, interpersonal abilities and attention to detail. Ability to plan, organize and prioritize work

Contact Person: Tisetso Sydney Kuduza

Tel No: (011) 407 7139

Workplace: 158 Civic Boulevard, Metro Centre, Braamfontein

All applications will be through the website using this link:

Group Corporate & Shared Services - Administrative Assistant (COVID-19) – Intern

<https://share.hsforms.com/1WVZuImsLSsqjExEjZkOaw469tl>

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

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