



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: 036/2021

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: WEDNESDAY, 29 SEPTEMBER 2021

CLOSING DATE: TUESDAY, 12 OCTOBER 2021

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INTERN VACANCY CIRCULAR: 036/2021

INTERNSHIP POSITIONS (036/2021)

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), Housing Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

1. **Department:** Housing
Directorate: Public Housing Programme
Designation: Public Housing Programme Service Delivery (Interns)
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits

Appointment Requirements:

- Grade 12 Minimum National Diploma in Public Administration/Business Administration/Project Management (NQF 6) or N6 in Office Administration (candidate needs in service training towards completion of studies);
- Confirmation letter from institution;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide general administrative service to the Public Housing Programme Unit/Department. Undertake typing, routine secretarial, data capture duties, assist with the processing of payments, assets management, fleet services, and general filing to support various functions of the directorate. Ensure adherence to stipulated Council Regulations, legislation and procedure within the directorate. Provide administrative support to and maintain clear communication practices with internal and external stakeholders.

Key Learning Areas: Assist the coordination of procedural requirements associated with delivery of human settlement. Provide administrative support in relation to the unit. Assist in project management and facilitation and analysis of data and provide input for changes in policy and guidelines. Assisting in the interpretation and implementation of Human Settlement policies, legislation and acts

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Leading Competencies: Computer literacy and Office Applications (Word, Excel and PowerPoint).
Language proficiency (reading and writing) in English

Core Competencies: Good communication skills. Coordinating and organizing skills. Analytical and research skills. Flexibility/adaptability. Ability to make decisions/problem solving. Attention to detail. Plan, organize and prioritise work. Strong work ethic. Creativity. Self-confidence.

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: 222 Smith Street

All applications will be through the website using this link:

https://share.hsforms.com/1vWM2phSATJub_hrKHZiafQ469tl

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