



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: 037/2021

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: 037/2021

INTERNSHIP POSITIONS (037/2021)

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), Citizen Relationships & Urban Management (CRUM) Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months

The details are as follows:

1. **Department:** Citizen Relationships & Urban Management
Branch: Area Based Management & RD's Office
Designation: Area Based Management - Intern
Salary Range: R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

Appointment Requirements:

- Matric plus Diploma in Public Relations, Communications, Marketing, Public Administration or Journalism at NQF level 5;
- Relevant experience in Communications, Public Relations, Media and Journalism will be an advantage;
- 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: Rendering an efficient effective Community Engagement service in the Region, by establishing and maintaining relationships with all stakeholders.

Key Performance Areas: Assisting with rendering an efficient and effective community engagement service. Performing specific tasks/activities associated with the provision of internal communication services. Performing specific tasks/activities associated with the provision of external communication services. Performing tasks associated with the provision of marketing support to all Regional stakeholder. To efficiently and effectively assist the operational assets and resources of the Section cost effectively in accordance with the legislative framework of the City's policies and procedures. Providing quality reports on the functions and performance of the Administration Section which are factual, accurate and complete, timely and contributes to and support the overall reporting

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requirements.

Leading Competencies: Urban Management concepts and principles. Governance and Municipal Planning. Good oral and written communication. Presentation and Public Participation. Community Organizing/Development.

Core Competencies: Be able to work under stressful conditions and to meet deadlines. Ability to network. Strong Analytical and report writing skills. Problem Solving Through Negotiation, Consensus Building, or Compromise. Microsoft Office package including presentations.

Contact Person: Reuben Mawela
Tel No: (011) 582 1559
Workplace: 137 Daisy Street, Sandton

All applications will be through the website using this link:

<https://share.hsforms.com/1RICVzGYRRO-wO2QA0zOMPQ469tI>

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