

## **CALLING ALL GRADUATES**

The City of Johannesburg wishes to extend a practical/experiential training opportunity to **graduates** in the field of **Communication, Public Relations and/or Marketing**. The following internships are offered for a fixed eighteen (18) month period at the City of Johannesburg (CoJ), Metro Centre in Braamfontein:

- **GRAPHIC DESIGN (fixed internship)**
- **DIGITAL CONTENT WRITER (fixed internship)**
- **EVENT PLANNER (rotational internship)**
- **WRITER / COPYWRITER / JOURNALIST (rotational internship)**
- **MARKETER (rotational internship)**

*What is an internship?* The main purpose of an internship is to expose students / graduates to a working environment (in notional hours set by their Academic Institution) towards attaining a qualification or after having qualified. Internships are offered for a limited period so that opportunities can also be created for other students who need exposure to enter the job market successfully.

During the internship you must attend or participate in training activities for 8 hours per day, Monday to Friday, consistent with the normal operational hours of the department or such training hours as are required or scheduled for the purpose of the training. The CoJ shall pay a non-remunerative allowance/stipend for each month of training completed.

If you meet the requirements below, you can submit a proper motivation (i.e. *why you are interested in this internship*) and your CV to the e-mails listed, before/on **19 July at 12:00**.

### **SPECIFIC REQUIREMENTS: GRAPHIC DESIGN CANDIDATES**

- If you are applying for the **GRAPHIC DESIGN** internship you must be creative and have know-how of Photoshop/InDesign/Illustrator/Animation (Flash or related). A portfolio of your most recent work/assignments must be included in your application via a Dropbox or WeTransfer link.
- E-mail your CV and portfolio to [tumelok@joburg.org.za](mailto:tumelok@joburg.org.za).

### **GENERAL REQUIREMENTS: ALL OTHER CANDIDATES**

- You must have a verifiable qualification in the field of communications, public relations or marketing.
- All candidates applying for the internships must be creative, detail-oriented and able to write coherently (i.e. good grammar and punctuation skills).
- If you need experience in:
  - ✓ *Marketing*: E-mail your CV and portfolio to [mvumem@joburg.org.za](mailto:mvumem@joburg.org.za).
  - ✓ *Events Planning & Logistics*: E-mail your CV and portfolio to [itumelengman@joburg.org.za](mailto:itumelengman@joburg.org.za).
  - ✓ *Writing/Copywriting/Journalism*: E-mail your CV and portfolio to [thomasth@joburg.org.za](mailto:thomasth@joburg.org.za).
  - ✓ *Digital content writing*: E-mail your CV and portfolio to [tumelok@joburg.org.za](mailto:tumelok@joburg.org.za).

**Please note: No CVs shall be accepted after the closing date and time.**