



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

INTERNSHIP POSITIONS (016/2021)

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

The details are as follows:

- Department:** Economic Development
Branch: Strategic Management Support
Designation: Internship
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric plus a Certificate in Public Administration or a Degree/Diploma in Financial Management/Business Management or equivalent;
- Knowledge of Local Government or Public Administration Legislation;
- 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: To provide administrative support within the Strategic Management Support Directorate of the Economic Development Department.

Key Learning Areas: Undertake administrative duties of the Directorate. Undertake the administration function in the implementation of the Performance Management System in the Department. Ensure effective and efficient Procurement services for the Department. Assist with general office administration duties.

Leading Competencies: ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

PUBLICATION DATE: 16 APRIL 2021

CLOSING DATE: 30 APRIL 2021

INTERN VACANCY CIRCULAR: 016/2021

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: Thembelihle Nogemane

Tel No: 011 703 5513

Workplace: 66 Jorissen Place, Braamfontein

All applications will be through the website using this link:

https://share.hsforms.com/1j_hjTNIPQFm1cqkyOOyyMQ469tl

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

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