



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 VACANCY CIRCULAR: 013/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attached 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: MONDAY, 29 MARCH 2021

CLOSING DATE: TUESDAY, 13 APRIL 2021

PUBLICATION DATE: 29 MARCH 2021

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INTERNSHIP POSITIONS (013/2021)

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), Transport Department has the following 4 (Four) Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

1. **Department:** Transport
- Branch:** Scheduling Services Management Agency (SSMA)
- Designation:** Bus Scheduling Interns
- Salary Range:** R3 500 – R8 329.27 pm (stipend)

Appointment Requirements:

- Grade 12, (NQF level 4);
- Studying towards and/or completed NQF level 6 (Diploma in Transport Management or Logistics Management);
- Confirmation letter from institution;
- Computer literacy Microsoft Office Applications - Word, Excel and PowerPoint;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Daily monitoring and reporting of Rea Vaya bus operations including scheduling, recording of service demand statistics, planning and modelling bus schedule to meet service delivery requirements.

Key Learning Areas: Monitor and manage the routing and scheduling function. Manage implementation of newly designed scheduling systems and procedures. Compile and provide weekly reports.

Leading Competencies: Client Orientation Approach. Work under pressure. Ability to work with numbers.

Core Competencies: Communication (verbal and written), Problem analysis and Problem-Solving, negotiation, Numerate and analytical skills required. Exposure to cost control systems.

Contact Person: Estelle Buis
Tel No: (011) 032 0415
Workplace: 75 Helen Joseph Street, Old Mutual Building, Johannesburg

All applications will be through the website using this link:

<https://zfrmz.com/tIVoair2dqiXbD9Dxmqs>

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

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