JOB OPPORTUNITY

VACANCY ALERT

STUDENT INTERNSHIP POSITIONS:
TRANSPORT DEPARTMENT

An internship programme is an intervention by the City of Johannesburg to address the growing demand by a 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 academic qualification to obtain experiential training. The City is committed to providing work-based training for students.

- This Vacancy is open to all qualifying **STUDENTS** in the Johannesburg Community for a period **not exceeding 18 months**
- Interested applicants are invited to apply for the positions listed in the circular.
- Complete the online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.

WHERE TO APPLY

https://www.joburg.org.za/work_/Pages/Work%20in%20Joburg/Vacancies/2021%20Internships/2021-Internships.aspx

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.

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The City of Johannesburg (CoJ), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

DEPARTMENT:	**Transport**
BRANCH:	**Operations**
DESIGNATION:	**Internship: Quality Control**
REMUNERATION:	
(Qualification completed with min 360 credits):	**R8 620,79 pm (Basic Salary, no benefits)**
(Enrolled as a student) :	**R3 500.00 pm (Basic salary, no benefits)**
LOCATION:	75 Helen Joseph Street, Old Mutual Building, Johannesburg

MINIMUM REQUIREMENTS:

- Grade 12 at NQF level 4 (with at least mathematics);
- Diploma in Transportation Management/Supply Chain/Operations Management or any other related quality control qualification;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Recording of operated kilometers and cancelled trips by the bus operating companies at Rea Vaya bus stations.

KEY PERFORMANCE AREAS:

- Recording of kilometers of buses operated, including breakdowns and cancelled trips;
- Assist in the administration work for quality control sub-directorate;
- Kilometer reconciliation of cancelled trips and of schedules with the bus operating companies;
- Submit administrative documents for resolving customer complaints for reporting purposes.

LEADING COMPETENCIES:

- Computer literacy (MS Office applications) and email.

CORE COMPETENCIES:

- Language proficiency (reading and writing) in English and excellent written, verbal and listening communication skills;
- Problem analysis and problem solving;
- Ability to work with numbers.

STUDENT INTERNSHIP CIRCULAR 012/2022

City of Johannesburg

Publication Date, Wednesday, 06 July 2022

Closing Date, Tuesday, 19 July 2022

Internship opportunity for all qualifying Students in the Johannesburg Community

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ENQUIRIES ONLY:
Contact Person: Humphrey Mphahlele
Tel No: (011) 022 8656

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share.hsforms.com/1HA_LG2GnRm6IKU0UCmrbtA469tl

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: TUESDAY, 19 JULY 2022

The City of Johannesburg (CoJ), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

DEPARTMENT:	**Transport**
BRANCH:	**Infrastructure**
DESIGNATION:	**Internship: Construction Management**
REMUNERATION:	
(Qualification completed with min 360 credits):	**R8 620,79 pm (Basic Salary, no benefits)**
(Enrolled as a student) :	**R3 500.00 pm (Basic salary, no benefits)**
LOCATION:	75 Helen Joseph Street, Old Mutual Building, Johannesburg

MINIMUM REQUIREMENTS:

- B Degree in Built environment;
- No experience required;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Conducting verifications of accumulative construction quantities and construction quality management and control verifications. Project administration through initiating and maintaining records and files of project information and knowledge, i.e. minutes, reports, drawings, and invoices/payment certificates. Attending site technical meetings and recording of minutes to update the department. Scrutinise tender document and tender drawings of processes at both design and construction phases. Attend both in-house and external training. Maintain an update internship logbook and get periodic approvals of training and acquired experience. Compile payment certificates and facilitate processing with the Transport Finance Unit. Compile and maintain project financial record to monitor expenditure and budgets of appointed service providers.

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KEY PERFORMANCE AREAS:

- Monitor construction quantities and quality through site visits;
- Filing and record keeping of project information and knowledge;
- Monitor expenditure and budget of appointed project service providers;
- Update training and experience internship logbook.

LEADING COMPETENCIES:

- Computer literacy (MS Office applications) and email.

CORE COMPETENCIES:

- Language proficiency (reading and writing) in English and excellent written, verbal and listening communication skills;
- Problem analysis and problem solving;
- Ability to work with numbers.

ENQUIRIES ONLY:

Contact Person: Rutana de Klerk
Tel No: (011) 032 6625

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share.hsforms.com/15yff4le6RFet4kKlkf9VgA469tl

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: TUESDAY, 19 JULY 2022

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