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STUDENT INTERNSHIP POSITIONS: **COMMUNITY DEVELOPMENT**

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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.



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

Department: Community Development
Branch: Library and Information Services
Designation: Internship
Remuneration:

(Qualification completed with min 360 credits): R9 043,21 pm (Basic Salary, no benefits)

(Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

LOCATION: Region A - G

Minimum Requirements:

- Matric (NQF level 4) plus tertiary qualification in Library / information Technology / Public Relation / Public Management or equivalent registered at N6
- Confirmation letter from institution
- Computer literacy.
- Confirmation letter from institution;
- Must be able to work extended hours as and when required;
- Only City of Joburg residents will be considered.

Primary Function:

Provide administrative support function in libraries, preparing the counter before opening according to routine procedures;

Training users in accessing internet (eWorld computers/WIFI);

Monitor the use of LIS computers ensure that the illegal usage is reported.

Assisting with Internet Research for relevant digital content (latest trends, ebooks, relevant websites for the public);

Assisting with organising library activities, such as Mobile Literacy programs or any program, using digital platforms (social media or internet);

Assisting with awareness campaigns on digital skills through outreach programs (book fairs, community meetings, malls etc);

Assisting with Surveys on User needs in line with the Digital Transformation strategy.

Key Learning Areas:

- City processes, systems and procedures.
- Ensure effective service delivery to the public.
- Customer Focus Service Delivery Internal and External;
- Compliance issues and other administration related functions,
- Telephone Etiquette.

Leading Competencies:

- ICT literacy;
- Good interpersonal and communication skills;
- Ability to follow instructions.

Core Competencies:

- Must form part of a multidisciplinary team;



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- Good Interpersonal and Communication skills and be able to work with the group;
- Coordination and Problem-Solving;
- Batho Pele Principles.

ENQUIRIES ONLY:

Contact Person: Nonjabulo Sibiya

Tel No: (011) 407 6039

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

<https://share.hsforms.com/1zEjJ1w0YQsmcbNKcwSAOhA469tl>

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

CLOSING DATE: FRIDAY, 28 OCTOBER 2022

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

Department: Community Development
Branch: Library and Information Services
Designation: Relief Staff
Remuneration:
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)
Location: Region A – G & Johannesburg City Library

Minimum Requirements:

- Matric (NQF 4);
- Computer literacy;
- Must be able to work extended hours as and when required;
- Only City of Joburg residents will be considered.

Primary Function:

Provide administrative support function in libraries, preparing the counter before opening according to routine procedures; Training users in accessing internet (eWorld computers/WIFI); Monitor the use of LIS computers ensure that the illegal usage is reported; assisting with Internet Research for relevant digital content (latest trends, ebooks, relevant websites for the public); Assisting with organising library activities, such as Mobile Literacy programs or any program, using digital platforms (social media or internet); Assisting with awareness campaigns on digital skills through outreach programs (book fairs, community meetings, malls etc); Assisting with Surveys on User needs in line with the Digital Transformation strategy.

Key Learning Areas:

- City processes, systems and procedures;
- Ensure effective service delivery to the public;
- Customer Focus Service Delivery Internal and External;
- Compliance issues and other administration related functions;
- Telephone Etiquette

Leading Competencies:

- ICT literacy;
- Good interpersonal and communication skills;
- Ability to follow instructions.

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