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STUDENT INTERNSHIP POSITION: **GROUP CORPORATE AND SHARED SERVICES**

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), Group Corporate and Shared Services Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

Department: Group Corporate and Shared Services
Branch: Group Shela & FCM
Designation: Internship: SHE (Safety, Health and Environment) & COID
 (Compensation for Occupational Injuries & Diseases)

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: Metro Centre, 158 Civic Boulevard,

Minimum Requirements:

- Matric/Grade 12pls National Diploma in Business Administration / Public Administration (tertiary qualification) at NQF level 6;
- Confirmation letter from institution
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

Primary Function:

To conduct the admin activities assigned by the HOD, Group SHE. To ensure the success of the councils Occupational Health and safety programmes.

Key Learning Areas:

- Control the administration / reception function for OHASA;
- Administration and logistics;
- Communication;
- General office administration

Leading Competencies:

- Ability to work independently.
- Ability to work under pressure.
- Accountable and ability to maintain privacy and confidentiality.

Core Competencies:

- Ability to function in a multidisciplinary team.
- Good Interpersonal and communication skills and ability to work with the group.
- Coordination and problem-solving skills and Batho Pele Principles.
- Computer literacy and Office application;
- Communication and organizational skills,
- Ability to handle confidential information,
- Ability to plan, organize and prioritize work



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ENQUIRIES ONLY:

Contact Person: Boitumelo Makgoba
Tel No: (011) 407 6076

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

https://share-eu1.hsforms.com/1It2FNd5RRKm831AyT_t_1Qew554

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

CLOSING DATE: MONDAY, 29 MAY 2023

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