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## **STUDENT INTERNSHIP POSITION:** **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](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:** Facilities Enhancement  
**Designation:** Internship: Construction Project Management

**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 (NQF level 4) plus tertiary qualification BSc/B Tech/Ndip in Construction Management/Construction Project Management/Quantity Surveying. No experience required;
- Confirmation letter from institution if enrolled as a post graduate student.
- Computer literacy.
- Only City of Joburg residents will be considered.

### **Primary Function:**

Provide administrative and project support and act as a Project Coordinator on all Community Development project implementation by the Facilities Enhancement unit department within the City of Johannesburg,

### **Key Learning Areas:**

- Provide progress with regard to project performance and expenditure.
- Site measurements and compilation of bills of quantities.
- Conditional assessments of existing facilities.
- Review quotations and liaise with suppliers.
- Office administrative tasks.

### **Leading Competencies:**

- Networking skills;
- Good interpersonal and communication skills.
- Construction Project Management
- Public Relations.
- Planning and organising. instructions.

### **Core Competencies:**

- Must form part of a multidisciplinary team;
- Batho Pele Principles;
- Teamwork



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**ENQUIRIES ONLY:**

Contact Person: Thato Sepuru  
Tel No: (011) 407 7198

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

[https://share-eu1.hsforms.com/15D\\_2ENIGT\\_-0wrrYX3UolAew554](https://share-eu1.hsforms.com/15D_2ENIGT_-0wrrYX3UolAew554)

**APPLY ONLINE VIA WEBSITE:** [www.joburg.org.za](http://www.joburg.org.za)

**CLOSING DATE: FRIDAY, 23 JUNE 2023**

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