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## **STUDENT INTERNSHIP POSITION** **GROUP GOVERNANCE**

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 internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- 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).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- 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), Group Governance has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

<b><u>DEPARTMENT:</u></b>	Group Governance
<b><u>BRANCH:</u></b>	<b>Committee Support</b>
<b><u>DESIGNATION:</u></b>	<b>Internship</b>
<b><u>REMUNERATION:</u></b>	
(Enrolled as a student):	<b>R3 500,00 pm (Basic salary, no benefits)</b>
<b><u>LOCATION:</u></b>	33 Hoofd Street, Braamfontein

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4;
- Studying towards a Diploma in Business Management would be an advantage;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

**Perform tasks/activities associated with coordinate the logistical and procedural requirements for Group Governance, provision of secretarial/administration support through the application of laid down departmental procedures, accessing and making available information, translating documents and performing related finance duties. Work closely with the Deputy Director in preparing meeting documents, payments of Group Advisory Committees, record keeping, correspondences, proofreading, arranging internal and external meetings and to deal with all logistic-related matters. Ensure that Group Governance submits monthly and quarterly reports to different structures like MPAC, Mayoral Committee and Council**

#### **KEY PERFORMANCE AREAS:**

- Coordinate specific logistical, financial and procedural requirements associated with Mayoral Committee, Group Advisory Committee meetings, and assist the Unit Head;
- Provide administrative and procedural support to all Committees within Group Governance;
- Perform administrative/secretarial activities associated with the preparation of documents and correspondence for circulation.

#### **LEADING COMPETENCIES:**

- Computer literacy including MS Office Applications (Word, Excel, PowerPoint);
- Good communication and coordinating skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.
- Sound numerical ability.

#### **CORE COMPETENCIES:**

- Basic knowledge of administrative/secretarial support concepts and functions;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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**ENQUIRIES ONLY:**

**Contact Person:** Mark Sanderson

**Tel No:** (011) 407 6698

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

<https://share-eu1.hsforms.com/1nbJnVIIvT5W8AejoEAgiCwew554>

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

**CLOSING DATE: TUESDAY, 25 JULY 2023**

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. Only shortlisted applicants will be contacted.



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The City of Johannesburg (CoJ), Environmental and Infrastructure Service Department (EISD) has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Environmental and Infrastructure Service Department (EISD)  
**BRANCH:** Waste Management and Regulation  
**DESIGNATION:** Internship: Admin Officer  
**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:** Traduna House, 118 Jorissen Street, Braamfontein

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus National Diploma in Office Administration or any tertiary qualification related administration discipline at NQF level 6;
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

Provide an administrative service to the Regulation and Permitting sub unit with regards to management and maintenance of Waste Information Management System to ensure registration and permitting of Waste Management Activities from application to the renewal of their permits.

#### **KEY PERFORMANCE AREAS:**

- Controls the administrative requirements associated with Waste Information Management sub-unit;
- Provide general office clerical work requiring some independent judgement.
- Monitor the consolidation, processing and representation for functional information;
- Perform specific activities associated with providing support to the sub-unit;

#### **LEADING COMPETENCIES:**

- Computer literacy (Word, Excel, PowerPoint);
- Good communication skills;
- Coordination skills.

#### **CORE COMPETENCIES:**

- High level of confidentiality
- Good multi-tasking skills;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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**ENQUIRIES ONLY:**

**Contact Person:** Revonal Mckenzie

**Tel No:** (011) 082 7999

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

[https://share-eu1.hsforms.com/1ShNeTJHpQjKoSV\\_2dSGiXQew554](https://share-eu1.hsforms.com/1ShNeTJHpQjKoSV_2dSGiXQew554)

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

**CLOSING DATE: WEDNESDAY, 19 JULY 2023**

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. Only shortlisted applicants will be contacted.