



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

### **STUDENT INTERNSHIP POSITIONS:** **HEALTH 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 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

#### **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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

<b><u>DEPARTMENT:</u></b>	Health
<b><u>BRANCH:</u></b>	<b>Environmental Health</b>
<b><u>DESIGNATION:</u></b>	<b>Internship (Environmental Health)</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 531,54 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	Environmental Health Offices in the Regions (7)

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus a Bachelors Degree in Environmental Health or equivalent at NQF level 7;
- Registered with the Health Professional Council of South Africa;
- Community Services register;
- Work Integrated Learning completed;
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

**Work under the supervision of the Environmental Health Practitioner (EHP) to coordinate, investigate, inspect, monitor, evaluate, report, and comply with enforcement procedures, related to the environment. Distribute information and educate as well as advice on practices that negatively impact the environment. Implement measures to prevent and control risk to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the City of Johannesburg.**

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

- Assist the EHP to carry out measures for protecting public health, including administering and enforcing legislation related to environmental health and providing support to minimize health and safety hazards;
- Ensure that the staff at Environmental Health Unit can interpret requirements and apply administrative procedures and guidelines to improve efficiency;
- Control the administrative requirements associated with Environmental Health Activities;
- Provide general office clerical work requiring some independent judgment;
- Monitor the consolidation, processing, and representation of functional information.

#### **LEADING COMPETENCIES:**

- Computer literacy including MS Office Applications;
- Excellent communication and coordinating skills;
- Conflict management and analytical skills;
- Accountability, high level of confidentiality, and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.

#### **CORE COMPETENCIES:**

- Knowledge of applicable Health and Safety, Environmental Health Laws;
- Basic knowledge of Windows operating systems;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

#### **ENQUIRIES ONLY:**

**Contact Person:** Mathapelo Nare

**Tel No:** 011 407 6704

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

Internship 018/2023\_Intern: Environmental Health\_Region A  
[https://share-eu1.hsforms.com/1OwKIzjO4Q2SQy81oZDTw\\_wew554](https://share-eu1.hsforms.com/1OwKIzjO4Q2SQy81oZDTw_wew554)

Internship 018/2023\_Intern: Environmental Health\_Region B  
<https://share-eu1.hsforms.com/16I9rHn0iR2yZoUjRa5ra4Qew554>

Internship 018/2023\_Intern: Environmental Health\_Region C  
<https://share-eu1.hsforms.com/1yD1bXbYmTcSeRkist4kS3Qew554>

Internship 018/2023\_Intern: Environmental Health\_Region D  
<https://share-eu1.hsforms.com/1wGnIOAeQkekGlcBPDac9gew554>

Internship 018/2023\_Intern: Environmental Health\_Region E  
<https://share-eu1.hsforms.com/1edBu0dmrRIicgwYKwWvorgew554>

Internship 018/2023\_Intern: Environmental Health\_Region F  
<https://share-eu1.hsforms.com/1jX8LTu15SIGB0uly5dobCQew554>

Internship 018/2023\_Intern: Environmental Health\_Region G  
[https://share-eu1.hsforms.com/1N8\\_jED9wQJy5UPgmk-TmHQew554](https://share-eu1.hsforms.com/1N8_jED9wQJy5UPgmk-TmHQew554)

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

**CLOSING DATE: TUESDAY, 29 AUGUST 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.**



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

<b><u>DEPARTMENT:</u></b>	Health
<b><u>BRANCH:</u></b>	<b>Finance and Accounting</b>
<b><u>DESIGNATION:</u></b>	<b>Internship (Finance)</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 531,54 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	Health Department Central and Regional Head Offices

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus a National Diploma in Financial Accounting or Supply Chain or Public Finance management at NQF level 6;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

**Assist the Operational Manager with Finance and Supply Chain processes in the Health Department.**

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

- Perform general administrative functions;
- Ensure that procurement is allocated to the correct account number in line with the Standard Chart of Accounts by checking the allocation of all submissions;
- Perform specific activities associated with providing support to the Sub-Unit;
- Ensure proper filing, safekeeping and archiving of records.

#### **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 Office Administration concepts and functions;
- Knowledge of licensing and permitting;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

#### **ENQUIRIES ONLY:**

**Contact Person:** Mathapelo Nare  
**Tel No:** 011 407 6704



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

Internship 018/2023\_Intern: Finance\_Central Health Department  
[https://share-eu1.hsforms.com/1\\_bPSIPqyTS-yNgtLR5ERbgew554](https://share-eu1.hsforms.com/1_bPSIPqyTS-yNgtLR5ERbgew554)

Internship 018/2023\_Intern: Finance\_Region A Head Office  
[https://share-eu1.hsforms.com/1nzCFJzIoQYiqqEWTI6Uv\\_wew554](https://share-eu1.hsforms.com/1nzCFJzIoQYiqqEWTI6Uv_wew554)

Internship 018/2023\_Intern: Finance\_Region B Head Office  
[https://share-eu1.hsforms.com/1bNqvAfolQRC2T\\_u-I\\_0A4Qew554](https://share-eu1.hsforms.com/1bNqvAfolQRC2T_u-I_0A4Qew554)

Internship 018/2023\_Intern: Finance\_Region C Head Office  
[https://share-eu1.hsforms.com/1HiuA\\_SVMSACUp7X3MVK97Qew554](https://share-eu1.hsforms.com/1HiuA_SVMSACUp7X3MVK97Qew554)

Internship 018/2023\_Intern: Finance\_Region D Head Office  
[https://share-eu1.hsforms.com/11FjtByuNRtm\\_t3-VOrVfEwew554](https://share-eu1.hsforms.com/11FjtByuNRtm_t3-VOrVfEwew554)

Internship 018/2023\_Intern: Finance\_Region E Head Office  
[https://share-eu1.hsforms.com/1g2nID-R\\_RLeUixz4eqGJZQew554](https://share-eu1.hsforms.com/1g2nID-R_RLeUixz4eqGJZQew554)

Internship 018/2023\_Intern: Finance\_Region F Head Office  
<https://share-eu1.hsforms.com/1qLRu-GhhSqi3f-xHdl79Jgew554>

Internship 018/2023\_Intern: Finance\_Region G Head Office  
<https://share-eu1.hsforms.com/1mKVwNJZeQPKtElWbo6SKIwew554>

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

**CLOSING DATE: TUESDAY, 29 AUGUST 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.**





a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

<b><u>DEPARTMENT:</u></b>	Health
<b><u>BRANCH:</u></b>	Management Support Development
<b><u>DESIGNATION:</u></b>	Internship (Administration)
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 531,54 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	Health Department Central and Clinics

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus a National Diploma in Office Administration or any tertiary qualification related to the Administration discipline at NQF level 6;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

Undertake administration and clerical duties at Health Central Offices and Health Clinics. Assess and manage administrative processes within the Office. Render support services with regard to answering phones, typing memos, taking minutes, and managing files. Responsible for sending and retrieving correspondence in the Office.

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

- Perform general administrative functions;
- Manage stock control;
- Monitor Human Resource Information by consolidating, processing, and recording required information;
- Perform specific activities associated with providing support to the Sub-Unit;
- Ensure proper filing, safekeeping, and archiving of records;
- Data capturing in the Clinics.

#### **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.

#### **CORE COMPETENCIES:**


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



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**ENQUIRIES ONLY:**

**Contact Person:** Mathapelo Nare  
**Tel No:** 011 407 6704

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

Internship 018/2023\_Intern: Administration\_Central Health Department  
<https://share-eu1.hsforms.com/16fgzvW3kRWi0ZIVQwUHIKgew554>

Internship 018/2023\_Intern: Administration\_Region A Clinics  
<https://share-eu1.hsforms.com/1CFnZZMtKQ4CGp-6D-uYFYQew554>

Internship 018/2023\_Intern: Administration\_Region B Clinics  
[https://share-eu1.hsforms.com/1PZXLvZCgQCOejT4TimP\\_-Aew554](https://share-eu1.hsforms.com/1PZXLvZCgQCOejT4TimP_-Aew554)

Internship 018/2023\_Intern: Administration\_Region C Clinics  
<https://share-eu1.hsforms.com/1vFkyvLpzTryiz-Y2QrIXsQew554>

Internship 018/2023\_Intern: Administration\_Region D Clinics  
<https://share-eu1.hsforms.com/1dOjt5TE6SNiaidncmHvwngew554>

Internship 018/2023\_Intern: Administration\_Region E Clinics  
<https://share-eu1.hsforms.com/11xvllz3jQY-7T4LdHB-0oAew554>

Internship 018/2023\_Intern: Administration\_Region F Clinics  
<https://share-eu1.hsforms.com/13cuVZ4vVSUq4Bmo9Nrhv8gew554>

Internship 018/2023\_Intern: Administration\_Region G Clinics  
<https://share-eu1.hsforms.com/1Fuo2DYGqRq2GoYYBQSNdsgew554>

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

**CLOSING DATE: TUESDAY, 29 AUGUST 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.