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STUDENT INTERNSHIP POSITION: **TRANSPORT 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

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), Transport Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

Department: Transport
Branch: Management Support
Designation: Internship: Management Support
Remuneration:

(Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits) OR
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

LOCATION: Old Mutual Building, 75 Helen Joseph Street

Minimum Requirements:

- Grade 12 (NQF level 4) plus N6 or a Certificate or Diploma in Business Administration/Public Administration/Business Management or Human Resources (at NQF level 6);
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Provide administration support to the Management Support Unit to achieve effective and efficient organizational processes and attain the highest performance management.

Key Learning Areas:

- Compilation and submission of reports;
- Assist in the administration work for Management Support;
- Liaison with relevant stakeholders (Petitions, Queries and escalations);
- Conduct and coordinate Performance Management Training and related queries.

Leading Competencies:

- Customer service;
- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint).

Core Competencies:

- Good Interpersonal and Communication skills as well as stakeholder relations;
- Training and Administration;
- Problem-analysis and solving;
- Customer service orientation, Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Karabo Khumalo

Tel No: (011) 022 8656



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

<https://share-eu1.hsforms.com/1GKG19ebzTK2dQGGThfPEzQew554>

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

CLOSING DATE: THURSDAY, 02 NOVEMBER 2023

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