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STUDENT INTERNSHIP POSITION: **COMMUNITY DEVELOPMENT 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.

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

<u>DEPARTMENT:</u>	Community Development
<u>BRANCH:</u>	Integrated Planning, Policy and Research
<u>DESIGNATION:</u>	Internship: Policy and Research
<u>REMUNERATION:</u>	
(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)
<u>LOCATION:</u>	Metro Centre, 13th floor, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 plus National Diploma in Public Management (NQF level 6) or Degree in Public Management (NQF level 7);
- Enrollment Confirmation Letter from Institution if enrolled as student;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Manage the key performance areas and result indicators associated with the provision of policy and research and assist with monitoring and reporting of performance information as required. Effectively manage administrative duties within IPPR to ensure a professional and well-coordinated office.

KEY PERFORMANCE AREAS:

- Execute all administrative processes involved in the Office of the Director;
- Assist in policy formulation guidelines as per required criteria;
- Coordinate performance information for reporting purposes within stipulated timelines;
- Assist with monitoring the implementation of SDBIP and the Director's scorecard;
- Attend meetings as and when required;
- Draft reports and memos on behalf of the Director;
- Coordinate inputs from various units for consolidation and submission to various committees;
- Provide logistical support for bookings of meetings (including venue bookings, arranging parking for visitors, refreshments for the meeting, and all equipment required);
- Liaise with directorates, City departments, and Entities;
- Take minutes at meetings as and when required and ensure distribution to all within 3 days;
- Disseminate information to various directorates, City departments and Entities;
- Collate monthly evidence from various directorates for submission.

LEADING COMPETENCIES:

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



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CORE COMPETENCIES:

- Good time management skills;
- Creative problem-solving and negotiation skills;
- Good multi-tasking skills;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 407 6681

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

https://share-eu1.hsforms.com/1z6ko1AuyTVSDf_zihaKeHAew554

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

CLOSING DATE: FRIDAY, 02 JUNE 2023

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