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STUDENT INTERNSHIP POSITION: **GROUP INFORMATION, COMMUNICATION TECHNOLOGY &** **INFORMATION MANAGEMENT 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), Group Information Communication Technology & Information Management has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

DEPARTMENT: Group Information Communication Technology & Information Management

BRANCH: Group ICT

DESIGNATION: Internship: IT

REMUNERATION:

(Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits)

(Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

LOCATION: 27 Stiemens Street, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12 at NQF level 4 plus Degree /Diploma in Information Technology registered at NQF 6 with at least 360 credits OR studying towards a qualification in Information Technology with an enrolment letter at current tertiary institution;
- Computer literacy;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Provide assisted in the ICT department ion the coordination and consolidated of information and support the ICT department with administrative functions. Must be able to be part of a multidisciplinary team which may include senior management and service providers. To prepare required documentation and agenda in preparation for meetings. General knowledge of the IT environment.

KEY PROFESSIONAL AREAS:(Qualification complete)

- Operational Management;
- Administrative support services;
- Asset management;
- ICT security;
- ICT Governance;
- Service Relationship Management;
- General Support services;
- Networks, Infrastructure, End user (NTO);
- Performance management.

KEY LEARNING AREAS:(Enrolled Student)

- Assist with administrative tasks;
- Participate in meetings with supervisor;
- Provide Backup technical support for network team;
- Provide user training for hardware and software;
- Assist in maintaining inventory list and records;
- Respond to user request for services, troubleshooting problems;
- Perform other task as assigned per request.



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LEADING COMPETENCIES:

- Computer literacy and Office Application;
- Communication skills;
- Coordination and problem-solving skills.
- Analytical and research skills;
- Ability to plan organize and prioritise work;

CORE COMPETENCIES:

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

ENQUIRIES ONLY:

Contact Person: Sinead Ahem
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/1CznMkdAFSES_jHHRrGZNCQew554

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

CLOSING DATE: FRIDAY, 07 DECEMBER 2023

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