






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

STUDENT INTERNSHIP POSITION: **ENVIRONMENTAL AND INFRASTRUCTURE SERVICE 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 qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study
- 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.
- Preference will be given to the CoJ current and past Interns, EPWP, Bursars, and Learner participants, subject to them meeting the position's minimum requirements
- 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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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

Department: Environmental and Infrastructure Service

Branch: Office of Executive Director

Designation: Internship: Administration Officer

Remuneration:

(Qualification completed with min 360 credits): R9 960,45 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 to the administration discipline at NQF level 6;
- Only City of Joburg residents will be considered.

Primary Function:

Provide administrative support to the Office of the Executive Director.

Key Learning Areas:

- Coordinate procedural requirements associated personnel development initiatives.
- Consolidate and submission of mandatory documents (individual Learning Plans, Declaration of Interest Forma etc);
- Provide administrative support into the unit in relations to meetings;
- Render leave management administrative support to water management and biodiversity section;
- Assist with registration, travel and accommodation arrangements and payments for attendance at workshops, seminars and conferences;
- Manage stationery and refreshment suppliers for the Directorate, ensuring timeous ordering and appropriate control of stock;
- Assist with general administrative support preparation of invoices and supporting documentation for payments receipt of document, coordination of venues bookings and meetings, submission and collation of performance management and skill development documentation;

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel);
- Good communication.
- Coordinating skill.

Core Competencies:

- Basic knowledge of Office Administration concept and functions.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

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/1F2ml6wABRnKAdbxb6Lt83Qew554>

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

CLOSING DATE: TUESDAY, 25 FEBRUARY 2025

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.