



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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www.joburg.org.za

INTERNSHIP POSITIONS (001/2020)

This Vacancy is open to YOUTH in the Johannesburg community

An internship programme is an intervention by the City of Johannesburg to address the growing demand by 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 an academic qualification to obtain experiential training. The City is committed to provide work-based training for students.

The City of Johannesburg (CoJ), Group Corporate & Shared Services Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Corporate & Shared Services
Branch: Group Human Capital Management (GHCM)
Workplace: Various HR Field Services
Designation: Human Resources Intern (GHCM)
Salary Range: R3 500 – R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric (NQF4) plus tertiary qualification in Human Resources Management or equivalent qualification registered at N6 (R3 500) and NQF 6 (R8 329.27);
- Computer literacy (MS Office applications);
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide the administrative functionality of urgent and essential services to a specific department. Customer service, basic word processing, data entry, filling and organizing and related work to support the Department.

Key Learning Areas: Coordinate administrative requirements associated with Human Resources functionality. Coordinate specific sequences associated with employment of personnel. Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports. Attend to specific sequences associated with the notification, arrangement and provision of support in respect subcommittee meeting and dispute hearings. Provide general office clerical work requiring some independent judgement. Coordinate the administrative dimension. Control the workflow processes

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INTERN VACANCY CIRCULAR: 001/2020

and output levels of work by providing administrative guidance. Perform specific activities associated with providing support to line functions.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication skills, and be able to work with the group. Coordination and Problem Solving skills required and Batho Pele Principles.

This is an employment equity targeted position and preference will be given to Targeted Groups, including People with disabilities.

Contact Person: Boitumelo Makgoba
Tel No: (011) 407 6076
Workplace: Various HR Field Services

Visit www.joburg.org.za and click on Vacancies, applications for internships to apply.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications