



a world class African city

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

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

INTERN CIRCULAR: 001/2022

1. Interested applicants are invited to apply for the positions listed in the circular.
2. Complete online job application form and attach all relevant documents.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: WEDNESDAY, 12 JANUARY 2022

CLOSING DATE: TUESDAY, 25 JANUARY 2022

PUBLICATION DATE: 12 JANUARY 2022

CLOSING DATE: 25 JANUARY 2022

INTERN VACANCY CIRCULAR: 001/2022

INTERNSHIP POSITION (001/2022)

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.

- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

The City of Johannesburg (CoJ), Group Corporate & Shared Services Department has the following Internship opportunities available for a period NOT exceeding six (6) months

The details are as follows:

1. **Department:** Group Corporate & Shared Services
Branch: Group SHELA & FCM
Designation: Intern
Salary Range: R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student.

Appointment Requirements:

- Grade 12 and N6 in Public Administration/Office Administration/Admin Management;
- Experience in SHE Management System and Certificate in Public Admin/Office Administration will be an added advantage;
- Computer literacy Microsoft Office Applications - Word, Excel and PowerPoint;
- 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 mitigate the COVID-19 pandemic: Screening and Testing services across the City of Johannesburg including Municipal Entities (MEs) which may include customer service, basic word processing, data entry, filing and organizing and related work to support the SHE Directorate.

Key Performance Areas: Control the administrative requirements associated with the SHE Directorate. Monitor the consolidation, processing and presentation for functional information. Coordinate the administrative dimension associated with the processing of Directorate related queries and complaints. Control workflow processes and output levels of work by providing administrative guidance. Performance specific activities associated with providing support to Line functions.

Leading Competencies: Computer Literacy (Microsoft Word and Excel). Excellent Communication skills including presentation skills.

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Core Competencies: Organising skills and attention to detail. Coordinating skills. Good report writing skills. Time management and being able to work under pressure.

Contact Person: Sabina Mabena
Tel No: (011) 407 6784
Workplace: 158 Civic Boulevard Metropolitan Centre

All applications will be through the website using this link:

<https://share.hsforms.com/1IQVdsd9NTTOLvaSKCkn2CA469t>

Or visit www.joburg.org.za and click on Vacancies

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