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STUDENT INTERNSHIP POSITION: **COMMUNITY DEVELOPMENT**

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 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).
- 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

Department: Community Development
Branch: Business Management Support
Designation: Internship (Risk Management and Compliance, Admin and Logistics and Communications)

Remuneration:
 (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)
LOCATION: Metro Centre, 158 Civic Boulevard

Minimum Requirements:

- Matric/Grade 12, Bachelor's Degree specializing in one of the following fields:
 1. **Risk Management and Compliance:** Diploma or Degree in Business Management, Risk Management or Compliance;
 2. **Admin and Logistics:** Diploma or Degree in Business Administration or Public Administration
 3. **Communications:** Diploma or Degree in Journalism, Communication, Media studies or related field
- Confirmation letter from institution
- Computer literacy;
- Only City of Joburg residents will be considered

Primary Function:

To provide administrative support to the Business Management support Directorate. To contribute to the directorate's day to day operations which include, *inter alia*, risk and regulatory compliance, administration and logistical services, communications and marketing human capital management.

Key Learning Areas:

- Business Management Support;
- Administration and logistics;
- Communication and marketing;
- Risk management and good governance;
- General office administration
- Performance management;
- Capacity building.
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- **Leading Competencies:**
- Ability to work independently.
- Ability to work under pressure.
- Accountable and ability to maintain privacy and confidentiality.



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Core Competencies:

- Ability to function in a multidisciplinary team.
- Good Interpersonal and communication skills and ability to work with the group.
- Coordination and problem-solving skills and Batho Pele Principles.
- Computer literacy and Office application;
- Communication and organizational skills,
- Ability to handle confidential information,
- Analytical and research skills,
- Ability to plan, organize and prioritize work

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 407 7198

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

<https://share-eu1.hsforms.com/1HnaiJXuGSy6oBEgBJCb0mAew554>

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

CLOSING DATE: FRIDAY, 19 MAY 2023

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