






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

## **STUDENT INTERNSHIP POSITION:** **GROUP CORPORATE AND SHARED SERVICES**

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](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), Group Corporate and Shared Services Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

**Department:** Group Corporate and Shared Services  
**Branch:** Group SHELA & FCM  
**Designation:** Internship: Fleet Compliance and Management  
**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:**

- Grade 12 / NQF level 4;
- National Diploma in Transport Management / Diploma in Logistics Management / Diploma in Fleet Management / National Diploma in Public Administration at NQF level 6;
- Confirmation letter from institution for enrolled students;
- Computer literacy;
- Only City of Joburg residents will be considered.

**Primary Function:**

The provision of comprehensive and effective fleet management services to core departments and regions.

**Key Learning Areas:**

- Manage and control all Adhoc rental request from the user department;
- Coordinate administrative requirements associated with Adhoc rentals;
- Promote and maintain proper management of fleet assets, resources including safeguarding and maintenance of those assets;
- Provision of effective and efficient contract compliance & risk management services to fleet user department and entities citywide.

**Leading Competencies:**

- Ability to work independently.
- Ability to work under pressure.
- Accountable and ability to maintain privacy and confidentiality.

**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 MS Office application;
- Communication and organizational skills,
- Ability to handle confidential information,
- Ability to plan, organize and prioritize work.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**ENQUIRIES ONLY:**

**Contact Person:** Sibongile Mthembu

**Tel No:** (011) 407 6322

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

<https://share-eu1.hsforms.com/1pZbJDH7jQf-AhmEb6lwgbgew554>

**APPLY ONLINE VIA WEBSITE:** [www.joburg.org.za](http://www.joburg.org.za)

**CLOSING DATE: WEDNESDAY, 21 JUNE 2023**

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.