



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

Date: 03 May 2023

www.jda.org.za
www.joburg.org.za

To: All JDA, COJ and MOE employees

**INTERNAL OPPORTUNITY ADVERTISEMENT : HUMAN RESOURCES INTERNS X 2
(12 MONTHS FIXED-TERM CONTRACT)**

The JDA is embarking on a process of internal recruitment process. The process is intended to award an opportunity to internal candidates who are exceptional performers in their current roles and are ready to take new challenges. The following positions have been identified for such a process to all JDA internal candidates:

Interested applicants are required to submit a comprehensive CV and a 1 page motivation detailing why they should be considered for the position.

Attached to the email is an internal job advertisement.

Applications will close on Monday the 12th of May 2023 at noon. Please email your comprehensive CV and a letter of motivation to HRin@jda.org.za. Following the shortlisting process, an internal interview panel will then contact shortlisted applicants to arrange for interviews.

Building a better city

Directors

D Oliphant (Chairperson) M Mongane (CEO) M Mokoena M Ntanga M Ramonyai N Zonela B Sarela P Numa V Hlongwa J Makgonye S Masiza
R Shirinda (Company Secretary)
Registration Number: 2001/005101/07

Exciting and challenging position

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As the development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

Human Resources Interns X 2 : 12 Months Fixed Term Contract

Purpose of Position: Reporting to the Senior Human Resources Manager, the incumbent will be responsible to assist Human Resources Department with all HR related duties.

Key Responsibilities:

- Capture and administer all employee benefits such as leave, medical aid, etc
- Prepare new starter files and ensure all staff members have updated and maintained personnel files
- Ensure all HR documentation is filled according to a set standard to promote confidentiality
- Update and maintain the HR database
- Compile HR management reports on request
- Make copies of all HR documentation as required for recordkeeping
- Prepare and print recruitment documentation for the recruitment process such as interview guides etc
- Liaise with Recruitment Agencies to set up interview dates and times
- Send interview notifications to all relevant stakeholders
- Process invoices on SAP
- Coordinate and assist in-house employee wellness programmes
- Perform adhoc duties as and when required.

Education and experience required:

- A Human Resources-related diploma/degree is required

Please email a detailed CV in MS Word format to: HRin@jda.org.za

Closing date: 12 May 2023

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.