



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

STUDENT INTERNSHIP POSITIONS: **GROUP CORPORATE & SHARED SERVICES DEPARTMENT**

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 internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- 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).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group SHELA & FCM
<u>DESIGNATION:</u>	Internship: Administration & Logistics
<u>REMUNERATION:</u>	
(Enrolled as a student, N6 completed):	R3 500,00 pm (Basic salary, no benefits)
(Qualification completed with min 360 credits):	R9 531,54 pm (Basic Salary, no benefits)
<u>LOCATION:</u>	158 Civic Boulevard, Metro Centre, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4;
- N6 Certificate in Business Management/Public Management (**Confirmation Letter from the institution will be required**) OR
- National Diploma in Public Administration/Business Administration/Public Management/Administration Management at NQF level 6;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Coordinate activities and requirements associated with Management and the application of administrative and secretarial procedures, communication, planning, and prioritization of confidential and important appointments, events/functions, and meetings.

KEY PERFORMANCE AREAS:


- Coordinate activities and requirements associated with Management and the application of administrative and secretarial procedures, communication, planning, and prioritization of confidential and important appointments, events/functions, and meetings;
- Ensure effective functional execution of duties to guarantee customer satisfaction and services at meetings, workshops, and functions;
- Responsible for frontline communication and user-friendly service for all clients.

LEADING COMPETENCIES:

- Computer literacy including MS Office Applications (Word, Excel, PowerPoint);
- Good communication (listening, speaking and writing) and coordinating skills;
- High level of confidentiality and organisational skills;
- Analytical and research skills;
- Flexibility/adaptability;
- Interpersonal skills;
- Ability to make decisions and solve problems;
- Ability to plan, organize and prioritise work;
- Self-confidence;
- Creativity;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Strong working ethic;
- Numeracy, time management and planning skills

CORE COMPETENCIES:

- Ability to maintain strict confidentiality and withhold confidential information;
- Ability to work independently and where necessary take key decisions in complex situations, as well as stand by the decision taken;
- Ability to multi-task and deliver according to deadlines;
- Excellent ability to effectively manage staff and other resources;
- Building and maintaining effective working relations;
- Ability to use sound judgment and make decisions pertaining to day-to-day responsibilities;
- Ability to work under pressure;
- Excellent verbal and written communication skills at all levels;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

ENQUIRIES ONLY:

Contact Person: Boitumelo Makgoba

Tel No: (011) 407 6076

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

<https://share-eu1.hsforms.com/1zPR850n6TWyL1CLkfHRAXQew554>

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

CLOSING DATE: MONDAY, 04 SEPTEMBER 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.



a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg

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

<u>DEPARTMENT:</u>	Group Corporate & Shared Services
<u>BRANCH:</u>	Group SHELA & FCM
<u>DESIGNATION:</u>	Internship: Fleet Inspector
<u>REMUNERATION:</u>	
(Enrolled as a student, N6 completed):	R3 500,00 pm (Basic salary, no benefits)
(Qualification completed with min 360 credits):	R9 531,54 pm (Basic Salary, no benefits)
<u>LOCATION:</u>	158 Civic Boulevard, Metro Centre, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4;
- N6 Certificate in Motor Mechanical Engineering (**Confirmation letter from Institution will be required**) OR
- National Diploma in Motor Mechanical Engineering at NQF level 6;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Provide comprehensive and effective fleet management services to Core Administration Department.

KEY PERFORMANCE AREAS:

- Conduct fleet assets verification and vehicle inspection for Core Departments;
- Manage and execute Maintenance Rebill Authorization (MRAs);
- Facilitate drive assessments and training;
- Manage fleetings of Full Maintenance Leave (FMLs) vehicles and the disposal of City Owned Fleet (COF);
- Facilitate cases of irregular fueling reported by the Supplier;
- Equipment Original Manufacture (EOM) site visits.

LEADING COMPETENCIES:

- Computer literacy including MS Office Applications (Word, Excel, PowerPoint);
- Good communication (listening, speaking, and writing) and coordinating skills;
- High level of confidentiality and organisational skills;
- Analytical and research skills;
- Flexibility/adaptability;
- Interpersonal skills;
- Ability to make decisions and solve problems;
- Ability to plan, organize and prioritise work;
- Self-confidence;
- Creativity;



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

- Strong working ethic;
- Numeracy, time management and planning skills

CORE COMPETENCIES:

- Ability to maintain strict confidentiality and withhold confidential information;
- Ability to work independently and where necessary take key decisions in complex situations, as well as stand by the decision taken;
- Ability to multi-task and deliver according to deadlines;
- Excellent ability to effectively manage staff and other resources;
- Building and maintaining effective working relations;
- Ability to use sound judgment and make decisions pertaining to day-to-day responsibilities;
- Ability to work under pressure;
- Excellent verbal and written communication skills at all levels;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

ENQUIRIES ONLY:

Contact Person: Boitumelo Makgoba
Tel No: (011) 407 6076

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

<https://share-eu1.hsforms.com/1WMZpptRDRKu3VGRo5ukGXgew554>

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

CLOSING DATE: MONDAY, 04 SEPTEMBER 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.