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STUDENT INTERNSHIP POSITION: GROUP GOVERNANCE 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.



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The City of Johannesburg (CoJ), Group Governance has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

<u>DEPARTMENT:</u>	Group Governance
<u>BRANCH:</u>	Governance and Reporting
<u>DESIGNATION:</u>	Internship
<u>REMUNERATION:</u>	
(Enrolled as a student):	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>	33 Hoofd Street, Braampark Forum 1, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4;
- Degree in Public management or Law qualification;
- Confirmation letter from institution;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Perform tasks/activities associated with coordinating the logistical and procedural requirements for Group Governance, provision of secretarial/administration support through the application of laid down departmental procedures, accessing and making available information, translating documents and performing related administrative duties. Work closely with Head of department, management support and Governance Management in order to agree with the agenda, finalise reports required, communicate in a timely and efficient manner to stakeholders and address and/or all challenges as they arise in order to have efficient meetings that translate to appropriate responsibility and accountability of performance for the meeting and the HOU office.

KEY PERFORMANCE AREAS:

- Coordinate specific logistical, and procedural requirements associated with HOU office;
- Provide administrative and Law support to various Group Sub Sections Sittings within the City of Johannesburg by Group Governance;
- Perform administrative/secretarial activities associated with the preparation of documents and correspondence for circulation.

LEADING COMPETENCIES:

- Computer literacy including MS Office Applications (Word, Excel);
- Good communication and coordinating skills;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and ability to prioritise.
- Sound numerical ability.



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CORE COMPETENCIES:

- Basic knowledge of administrative support concepts and functions;
- Knowledge of HR processes;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

ENQUIRIES ONLY:

Contact Person: Nthabiseng Makhele

Tel No: (011) 021 6345

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

<https://share-eu1.hsforms.com/1i9cHpKUIQFG2a88ji45pwQew554>

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

CLOSING DATE: WEDNESDAY, 13 SEPTEMBER 2023

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