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STUDENT INTERNSHIP POSITION: **HUMAN SETTLEMENTS 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), Human Settlements Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

Department: Human Settlements
Branch: Public Housing Programme
Designation: Internship: Public Housing Programme

Remuneration:
 (Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits)
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)
LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus National Diploma in Public Administration/Business Administration/Project management at NQF level 6 or N6 in Office Administration (candidate needed in-service training towards completion of his/her studies), or Built environment qualification or N6 or Diploma or Degree;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Provide general administrative service to the Public Housing Programme unit/department, undertake typing, routine secretarial, data capture duties, assist with the processing of payments, assets management, fleet services and general filing to support the various functions of the directorate. Ensure adherence to stipulated Council regulations, legislation and procedure within the directorate. Provide administrative support to and maintain clear communication practices with internal and external stakeholders.

Key Learning Areas:

- Render administrative and support services to the Monitoring and Evaluation unit of the Human Settlements Department;
- Requisition of assets and stationary for the Monitoring and Evaluation unit;
- Transporting by hand of restricted performance information documents to the relevant Departments within the City.

Leading Competencies:

- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint)
- High level of confidentiality and organisation skills;
- Flexibility and adaptability;
- Interpersonal, decision-making and problem-solving ability;
- Strong work ethic;
- Ability to work under pressure and Independently;
- Ability to prioritise;
- Sound numerical ability;
- Good time management skills;
- Analytical and research skills.



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Core Competencies:

- Multidisciplinary team;
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Nonjabulo Sibiyi
Tel No: (011) 061 3155 / 7975 / 8021

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

<https://share-eu1.hsforms.com/1wH1d5GyzSZOcYTk5IO644wew554>

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

CLOSING DATE: TUESDAY, 07 NOVEMBER 2023

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