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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.

### **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.



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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:** Business Management Support  
**DESIGNATION:** Internship: Business Management Support  
**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/Matric/N6 qualification, National Diploma or Degree in Business Management, Public Administration, Monitoring and evaluation or any relevant qualification;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

#### **Primary Function:**

**Perform developmental-level professional administrative work, research, and analysis in support of the Business Management Directorate at the Human Settlements Department. Participate in the directorate's day-to-day operations that include general office administration, monitoring and evaluation, risk management and regulatory compliance, HR, and involvement in administrative tasks related to long, medium, and short-range strategic planning. This further includes contribution to the development of Business Plan, Quarterly Report, and strategic planning concept notes.**

#### **Key Learning Areas:**

- Render developmental-level professional administrative and support services in the Business Management Directorate;
- Site visits and Research Analysis – assist with verifying reported information by undertaking site visits and/or physical risk assessments to projects;
- Assist with administrative tasks related to long, medium and short-range strategic planning.

#### **Leading Competencies:**

- Ability to work independently after receiving initial guidance;
- Ability to handle confidential information in a sensitive manner;
- Organisational skills;
- Excellent oral and written communication skills;
- Detail-oriented and team player;
- Analytical and research skills;
- Proficiency with computer software and applications and ability to analyze data using MS Excel;
- Flexibility/adaptability;
- Interpersonal abilities;
- Ability to plan, organize and prioritise work;
- Self-confidence;



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- Creativity;
- Numeracy.

**Core Competencies:**

- Computer Literacy and Office applications;
- Language proficiency (reading and writing) in English;
- Knowledge of the Council's standard processes and procedures relating to providing administrative support;
- General knowledge of municipal governments and city regulations/codes.

**ENQUIRIES ONLY:**

**Contact Person:** Sanele Tasana  
**Tel No:** (011) 021 7975/8100

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

<https://share-eu1.hsforms.com/1iH0ggScnS6mU1YdDcwdEEgew554>

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

**CLOSING DATE: WEDNESDAY, 29 NOVEMBER 2023**

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