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STUDENT INTERNSHIP POSITION: **COMMUNITY DEVELOPMENT 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 Youth.

- 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 **YOUTH** 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).
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- 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

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), Community Development Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months.

DEPARTMENT:

Community Development

BRANCH:

Arts, Culture and Heritage

DESIGNATION:

Internship X 12

REMUNERATION:

(Qualification completed with min 360 credits):

R9 043,21 pm (Basic Salary, no benefits)

(Enrolled as a student):

R3 500,00 pm (Basic salary, no benefits)

LOCATION:

Various Arts Culture and Heritage Facilities

MINIMUM REQUIREMENTS:

- BA or Honors in History, Anthropology, Heritage or Social Science Degree minimum. Business Management or Public Administration (NQF level 7). Development studies or Public Administration;
- General Knowledge of museum and galleries;
- Confirmation letter from institution;
- Knowledge of GRAP 103; and
- Will expected to work odd times, including weekend and /or public holidays;
- Only City of Joburg residents will be considered.

Primary Function:

Manage and coordinate key activities associated with the identification, conceptualization, implementation, marketing, monitoring, partnerships, commemorations, heritage tours workshops, seminars, exhibitions, festival, development programs to promote Arts, Culture and Heritage in line with the City's strategic priorities and reporting of cultural development programmes, projects, events and cultural industries initiatives that further the City's aims and objectives of creating economically vibrant art and cultural industry, thereby ensuring that the City becomes the cultural hub of South Africa.

Key Performance Areas:

- Provide input into the broader Arts and Culture objectives;
- Facilitate programmes by the City to Arts and Culture related CBPs/NGO's/SMME's and companies;
- Manage, design and implement the Arts and Culture programmes, including flagship City programmes, such as the annual Carnival, Arts Alive Festival Africa Month, Youth Month and Annual Choral Festival etc.;
- Provide marketing and multimedia support to arts, culture and heritage programmes;
- Manage the financial administration of all programmes;
- Manage and attend to the administrative recording, reporting and record-keeping requirements procedures;
- Coordinate and control tasks/activities associated with controlling volunteers and external programme partner's performance, productivity and discipline;
- Promote participation and awareness of Arts and Culture initiatives and developmental programmes in communities;



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- Travel to different community-based organisations and events for Arts and Culture programmes.

Leading Competencies:

- Written and verbal skills;
- Good communication skills;
- Computer skills;
- Networking skills;
- Planning and organising;
- Technical Arts Production skills (added advantage).
- Knowledge and Application of Adobe suite (added advantage).

Core Competencies:

- Knowledge of Arts and Culture management and development, programme design and administration;
- Knowledge of Project Management;
- Knowledge of Event Management;
- Knowledge of Cultural Diplomacy;
- Knowledge of Arts Marketing.
- Integrity and Professionalism Impact, Influence and Confidentiality.

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

https://share-eu1.hsforms.com/1GCxOtIa_SY6GibYzFVqeWAew554

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

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: (011) 497 6269

CLOSING DATE: WEDNESDAY, 16 AUGUST 2023

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