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STUDENT INTERNSHIP POSITION: **TRANSPORT 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 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).
- 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), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

<u>DEPARTMENT:</u>	Transport
<u>BRANCH:</u>	Infrastructure & Safety
<u>DESIGNATION:</u>	Internship: Infrastructure & Safety
<u>REMUNERATION:</u>	
(Qualification completed with min 360 credits):	R9 043,21 pm (Basic Salary, no benefits)
(Enrolled as a 2 nd -year student) :	R3 500.00 pm (Basic salary, no benefits)
<u>LOCATION:</u>	75 Helen Joseph Street, Old Mutual Building, Johannesburg

MINIMUM REQUIREMENTS:

- B Degree in Civil Engineering, Building Science, or Quantity Surveying;
- No experience required;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Conducting verifications of accumulative construction quantities and construction quality management and control verifications. Project administration through initiating and maintaining records and files of project information and knowledge, i.e. minutes, reports, drawings, and invoices/payment certificates. Attending site technical meetings and recording minutes to update the department. Scrutinise tender documents and tender drawings of processes at both design and construction phases. Attend both in-house and external training. Maintain an updated internship logbook and get periodic approvals of training and acquired experience. Compile payment certificates and facilitate processing with the Transport Finance Unit. Compile and maintain project financial records to monitor expenditure and budgets of appointed service providers.

KEY PERFORMANCE AREAS:

- Monitor construction quantities and quality through site visits;
- Filing and record keeping of project information and knowledge;
- Monitor expenditure and budget of appointed project service providers;
- Update training and experience internship logbook.

LEADING COMPETENCIES:

- Computer literacy (MS Office applications) and email.

CORE COMPETENCIES:

- Language proficiency (reading and writing) in English and excellent written, verbal, and listening communication skills;
- Problem analysis and problem-solving;
- Ability to work with numbers.

ENQUIRIES ONLY:

Contact Person: Rutana de Klerk
Tel No: (011) 032 6625



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

https://share-eu1.hsforms.com/1hghS_oA6TZWJxf8mA8ow9Qew554

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

CLOSING DATE: FRIDAY, 28 OCTOBER 2022

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“City of Johannesburg is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability”