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## **STUDENT INTERNSHIP POSITION:** **GROUP LEGAL AND CONTRACTS**

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](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 Legal and Contracts Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

**DEPARTMENT:**

**Group Legal and Contracts**

**BRANCH:**

**Presiding Officer**

**DESIGNATION:**

**Internship: Admin Officer**

**REMUNERATION:**

(Qualification completed with min 360 credits):

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

(Enrolled as a 2<sup>nd</sup>-year student) :

**R3 500.00 pm (Basic salary, no benefits)**

**LOCATION:**

158 Civic Boulevard, Mero Centre Braamfontein

**MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus Labour Relation Degree or Diploma;
- No experience required;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

To provide a comprehensive support service to the Presiding Initiation Officers by attending to specific administrative function and reporting requirements, thereby ensuring that sound Policies, procedures, guidelines and systems are implemented in order to comply with relevant legislation.

**KEY PERFORMANCE AREAS:**

- Perform specific tasks / activities associated with provision of management support;
- Perform specific tasks/ activities with provision of provision of preparing and finalizing documents;
- Perform specific sequences associated maintaining registers, documentation instruction and correspondence. (Electronically based information / data / files);
- Performs specific / activities associated with performance management support;
- Render leave management administrative support to the directorate;

**LEADING COMPETENCIES:**

- Computer literacy – Microsoft Office application- Word, Excel, PowerPoint

**CORE COMPETENCIES:**

- Excellent Communication Skills- verbal, listening and written;
- Problem analysis and problem-solving;



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**ENQUIRIES ONLY:**

**Contact Person:** Mashudu Rasalanavho  
**Tel No:** (011) 407 6311

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

<https://share-eu1.hsforms.com/1KIVhaO9OSqy6UW9-jF5vKwew554>

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

**CLOSING DATE: TUESDAY, 20 DECEMBER 2022**

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