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STUDENT INTERNSHIP POSITION: GROUP LEGAL AND CONTRACTS 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

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 opportunity available for a period NOT exceeding eighteen (18) months.

<u>DEPARTMENT:</u>	Group Legal and Contracts
<u>BRANCH:</u>	Various
<u>DESIGNATION:</u>	Internship: Paralegal
<u>REMUNERATION:</u>	
(Qualification completed with min 360 credits):	R9 531,54 pm (Basic Salary, no benefits) OR
(Enrolled as a student) :	R3 500,00 pm (Basic salary, no benefits)
<u>LOCATION:</u>	158 Civic Boulevard, Metro Centre, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12 at NQF level plus National Diploma in Law / Legal Assistance / Paralegal or related field (NQF level 6);
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

To render legal Assistance to the Group Legal and Contracts department of the City by providing legal information/ research, administration and support services. In addition to receive, evaluate and assess all legal matters to ensure that the interests of the City and its Municipal Entities (ME's) are legally protected.

KEY PERFORMANCE AREAS:

- Provide legal assistance and administrative support to the Group Legal and Contracts department;
- Assist with research on relevant issues;
- Perform tasks associated with provision of general office support and administrative functions ;
- Assist the Litigation Directorate with:
 - the process of documents by receiving, recording and managing external legal correspondence, pleadings and any other court papers served on the City;
 - the management of Litigation by executing specific instructions;
 - applying laid down procedures;
 - interacting with Directors, Deputy Directors , senior Legal Advisors , external legal practitioner and other service providers.

LEADING COMPETENCIES:

- Computer literacy (MS Office applications) and email.
- Good communication skills (written and verbal)
- Good people skills.

CORE COMPETENCIES:

- Knowledge of litigation Management;
- Knowledge of Court processes and procedures;



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ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: (011) 407 7644

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

https://share-eu1.hsforms.com/1s9N3ZWEfTS6i_Ozg3GBrogew554

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

CLOSING DATE: MONDAY, 29 APRIL 2024

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