



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

INTERNSHIP POSITIONS (002/2021)

This Vacancy is open to YOUTH in the Johannesburg community

An internship programme is an intervention by the City of Johannesburg to address the growing demand by 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 an academic qualification to obtain experiential training. The City is committed to provide work-based training for students.

The City of Johannesburg (CoJ), Group Legal and Contracts Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Office of the City Manager
Branch: Group Legal and Contracts Department
Designation: Intern (Paralegal)
Salary Range: R8 329.29 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Diploma, Paralegal or Legal Assistance (NQF level 6 qualification);
- Attention to detail, logical reasoning, sound judgement, writing and analytical ability skills;
- Confirmation letter from institution;
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Render comprehensive paralegal; assistance to the Group Legal & Contracts Department of the City related to the preparation and filing of documents and undertaking research.

Key Learning Areas: Providing paralegal and administrative support to the department as well as Municipal Entities.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Must form part of a multi-disciplinary team. Good Interpersonal and

PUBLICATION DATE: 21 JANUARY 2021

CLOSING DATE: 03 FEBRUARY 2021

INTERN VACANCY CIRCULAR: 002/2020

Communication skills and be able to work with the group. Coordination, Problem analysis and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Vuyo Mazamisa
Tel No: (011) 407 6452
Workplace: Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

All applications will be through the website using this link:

<https://zfrmz.com/ycOPZvayS10A7ESoMeno>

Or visit www.joburg.org.za and click on Vacancies.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

2. **Department:** Office of the City Manager
Branch: Group Legal and Contracts Department
Designation: Intern (Senior Legal Advisor)
Salary Range: R8 329.29 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Bachelor degree in Law, e.g. L.L.B (NQF level 7 qualification);
- Attention to detail, logical reasoning, sound judgement, writing and analytical ability skills;
- Confirmation letter from institution;
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Assist with legal research and administrative duties.

Key Learning Areas: Assist with legal research of specific areas of Law, Policies and By-Laws, Legal agreements, Reports from Committees and Departments, Case Law and Litigation by and against the City. Administrative support in the form of answering incoming telephone calls and redirecting them accordingly; making calls on behalf of the Directorate; accompanying Directorate to meetings; draft and type letters and documents for Directorate; manage documents by registering and distributing incoming and outgoing documents accordingly; assist secretaries and staff reception desk.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Must form part of a multi-disciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination, Problem analysis and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Vuyo Mazamisa
Tel No: (011) 407 6452

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An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

3. **Department:** Office of the City Manager
Branch: Group Legal and Contracts Department
Designation: Intern (Administration Officer)
Salary Range: R3 500 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Grade 12 Certificate plus studying towards a Labour Relations degree or diploma;
- Confirmation letter from institution;
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Provide a comprehensive support service to the Presiding Initiation Officers by attending to specific administrative functions and reporting requirements, thereby ensuring that sound Policies, Procedures, Guidelines and systems are implemented in order to comply with relevant Legislation.

Key Learning Areas: Manage the directorate's correspondence. Coordinate general administration of the directorate. Plan and arrange visits, meetings and hearings. Act as liaison point between the directorate, departments and MEs. Ensure quality control of all documentation to and from the directorate. Manage all resources in the directorate.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Must form part of a multi-disciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination, Problem analysis and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Vuyo Mazamisa
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