



a world class African city

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

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Metropolitan Centre
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www.joburg.org.za

INTERNSHIP POSITIONS (007/2021)

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

The details are as follows:

- Department:** Housing
Branch: Business Management Support
Designation: Intern
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12, Bachelor's Degree in Business Management, Public Administration, Monitoring and Evaluation (NQF Level 7) or any relevant qualifications
- Language proficiency (reading and writing) English
- 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: To render developmental-level professional administrative work, research, and analysis in support of the business Management Directorate. To participate in the directorate's day to day operations that include general office administration, monitoring and evaluation, risk management and regulatory compliance, Human Resource and involvement in administrative tasks, related to long, medium and shortage strategic planning.

Key Learning Areas: Delivering of confidential Business Management Support documentation to other directorates within the Housing Department and staff. Ensuring that confidential documentation is delivered by hand personally to the addresses and that receipt thereof is provided. Assist Manager/ Officer by following up on requests by frequently interacting with staff from other directorates/ departments to ensure effective interdepartmental communication and assisting in improving administration procedures.

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

PUBLICATION DATE: 11 FEBRUARY 2021

CLOSING DATE: 24 FEBRUARY 2021

INTERNSHIP CIRCULAR: 007/2021

Core Competencies: Computer literacy and Office Application; Communication and Organizational skills, Ability to handle confidential information, Analytical and research skills, Ability to plan, organize and prioritize work

Contact Person: Tshifhiwa Ndou

Tel No: (011) 018 6661

Workplace: Central Place

All applications will be through the website using this link:

<https://zfrmz.com/ksjZSmM7EzZ3YnCr1P0n>

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

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INTERNSHIP CIRCULAR: 007/2021

2. **Department:** Housing
Branch: MMC
Designation: Intern
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12.
- Language proficiency (reading and writing) English
- Computer literacy and Office Application;
- 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: To perform administrative functions within the unit/department, which includes logistical support in terms of assets management, fleet services, management of telephones and cellular telephones, maintenance issues and general procurement duties.

Key Learning Areas: Assist with rendering administrative and support services in Housing. Assisting the co-ordination and repairs and maintenance of telecommunication requirements. Transporting by hand of restricted documents dealing with all types of sensitive and confidential information. Manage and control all activities in the collection and delivery of stores issues and assisting with assets inventories.

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

Core Competencies: Communication and organizational skills, interpersonal abilities and attention to detail. Ability to plan, organize and prioritize work.

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: Central Place

All applications will be through the website using this link:

<https://zfrmz.com/YIDfmYSElz7dB4qwQ2LA>

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

3. **Department:** Housing
Branch: Executive Director's Office
Designation: Intern
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12, National Diploma or N6 in Office Administration (candidate needing in service training towards completion of his/her studies)
- Language proficiency (reading and writing) English
- Computer Literacy and Office Applications
- 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: To perform administrative functions within the unit/department, which includes logistical and administrative support in terms of assets management, fleet services, management of telephones and cellular telephones, maintenance issues and general procurement duties.

Key Learning Areas: To render administrative and support services to the Mentoring and Evaluation Unit of the Housing Department. Requisition of Assets and Stationery for the Monitoring and Evaluation Unit. Transporting by hand of restricted Performance Information documents to relevant Department within the City.

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

Core Competencies: Computer skills and attention to detail; Communication and Organizational skills, Flexibility and Interpersonal skills, Analytical and research skills, Ability to plan, organize and prioritize work

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: Central Place

All applications will be through the website using this link:

<https://zfrmz.com/2icSvNTfliX6mbqHEho1>

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

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INTERNSHIP CIRCULAR: 007/2021

4. **Department:** Housing
Branch: Finance
Designation: Intern
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12, N6 in Finance
- Language proficiency (reading and writing) English
- 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: To assist in the budget process and financial planning, revenue management, expenditure management, assets and liability management and procurement process in terms of Municipal Finance Management Act, Treasury Regulation and other related Finance policies.

Key Learning Areas: To ensure that budget preparations and allocation of resources is in aligned to CoJ priorities, Housing business plans are prepared and in accordance to MFMA and related Regulations. To maximize revenue collection and minimize accumulated debtors accounts in arrears in order so that the Department can have adequate resources to maintain the rental units. To safeguard the Assets of City of Johannesburg in accordance with MFMA and related GRAP's standards. To participate in procurement process for service delivery in compliance to MFMA, Treasury Regulations and CoJ approved SCM policy. Assist in achieving effective and efficient expenditure management in compliance to MFMA and CoJ policies and reducing or illuminating unauthorized, irregular, fruitless and wasteful expenditure. To facilitate internal communications, documentation flow, approvals and provide information in response to inquiry or queries and to improve overall service delivery.

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

Core Competencies: Computer literacy and Office Application; Communication and Organizational skills, Flexibility and Interpersonal skills, Analytical and research skills, Ability to plan, organize and prioritize work

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: Central Place

All applications will be through the website using this link:

<https://zfrmz.com/fVxt1UeGPC1OpSoPxvPN>

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

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CLOSING DATE: 24 FEBRUARY 2021

INTERNSHIP CIRCULAR: 007/2021

5. **Department:** Housing
Branch: Public Housing Programme
Designation: Intern
Salary Range: R8 329.27 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12, National Diploma in Built Environment (NQF Level 6) and/or Bachelor's Degree in Built Environment Discipline (NQF Level 7)
- Language proficiency (reading and writing) English
- 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: To assist in the delivery Human Settlements in the Cores of the City and the Corridors of Freedom. Assist specialists to determine how plots of land/building should best be used within a community and assist in project packaging/audits as required.

Key Learning Areas: Assist the coordination of procedural requirements associated with delivery of human settlement. Provide administrative support in relation to the Unit. Assist in Project management and facilitation and analysis of data and provide input for changes in policy and guidelines. Assisting in the interpretation and implementation of Human Settlement policies, legislation and acts.

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

Core Competencies: Computer literacy and Office Application; Communication and Presentation skills, Coordinating and Conflict Management skills.

Contact Person: Tshifhiwa Ndou
Tel No: (011) 018 6661
Workplace: Central Place

All applications will be through the website using this link:

<https://zfrmz.com/yQOnj4rYA9CwTwIUWc1M>

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