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## **STUDENT INTERNSHIP POSITION:** **GROUP STRATEGY, POLICY COORDINATION AND** **RELATIONS DEPARTMENT (GSPCR)**

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.



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The City of Johannesburg (CoJ), Group Strategy, Policy Coordination and Relations (GSPCR) Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

**DEPARTMENT:** Group Strategy, Policy Coordination and Relations  
**BRANCH:** Integrated and Community Based Planning  
**DESIGNATION:** Internship: Intergovernmental Relations  
**REMUNERATION:**  
 (Qualification completed with min 360 credits): RR9 043.21 pm (Basic Salary, no benefits)  
 (Enrolled as a student) : R3 500.00 pm (Basic salary, no benefits)  
**LOCATION:** 48 Ameshoff Street, Braamfontein

**MINIMUM REQUIREMENTS:**

- Grade 12 at NQF level 4;
- Bachelor of Arts degree in Business Management, Public administration, Policy Development (or associate discipline);
- Knowledge of local government research and planning;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

Ensure implementation of the Intergovernmental Relations (IGR) Strategy in the City. Coordinate and consolidate departmental IGR issues into Implementation Plan. Participate and represent the City in the IGR forums. The creation of strategic partnerships with other spheres of government, municipalities and government agencies through the integrated planning process and community-based planning, by undertaking relevant and incidental delegated tasks, together with the deputy Director: Intergovernmental Relations.

**KEY PERFORMANCE AREAS:**

- Partake in the assessment of the implementation of the IGR Strategy and its implementation Plan;
- Assist in establishing coordinating mechanism to involve all stakeholders to facilitate effective communication with partners as a basis for formulating sustainable partnerships;
- Support in the establishing and facilitating IGR partnerships (national, provincial, local government);
- Render support in the facilitation of the City's implementation of IGR Act and Strategy;
- Provide strategic support service in IGR Forums;
- Assist in ensuring City's input on national and provincial bills that impact local government;
- Report periodically as required by Deputy Director: IGR, on progress with programs and projects.

**LEADING COMPETENCIES:**

- Ability to handle the demand of various personal types;
- Strong professional and positive demeanor;
- Creating analytical solutions, goal orientation, customer focus and attention to detail;
- Integrity and negotiation skills;



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#### **CORE COMPETENCIES:**

- Computer Literacy (Microsoft Word and Excel);
- Excellent Communication and writing skills;
- Good command of English language and negotiation.
- Teamwork and adherence to policies and regulations.

#### **ENQUIRIES ONLY:**

**Contact Person:** Julius Nkosi  
**Tel No:** (011) 407 7121

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

[https://share.hsforms.com/11A4XnVS\\_TLOpv2\\_yBXXwiw469tI](https://share.hsforms.com/11A4XnVS_TLOpv2_yBXXwiw469tI)

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

**CLOSING DATE: TUESDAY, 30 AUGUST 2022**

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. Only shortlisted applicants will be contacted.

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.