






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

## **STUDENT INTERNSHIP POSITION:** **GROUP GOVERNANCE**

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.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

The City of Johannesburg (CoJ), Group Governance Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months

**DEPARTMENT:**

**Group Governance**

**BRANCH:**

**Committee Support**

**DESIGNATION:**

**Internship: Committee Support**

**REMUNERATION:**

(Qualification completed with min 360 credits):

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

(Enrolled as a student)

**: R3 500,00 pm (Basic salary, no benefits)**

**LOCATION:**

33 Hoofd Street, Braampark Forum 1,  
Braamfontein

**MINIMUM REQUIREMENTS:**

- Grade 12 (NQF 4)/N4, plus a Diploma in Business Management/Public Administration (NQF level 6) plus:
- Experience in typing and good writing and computer skills;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

Perform tasks/activities associated with coordinating the logistical and procedural requirements for Group Governance, provision of secretarial/administrative support through the application of laid down departmental procedures, accessing and making available information, translating documents and performing related finance duties. This function works closely with the Deputy Director in preparing meeting documents, payments of Group Advisory Committees, record-keeping, correspondences, proofreading, arranging internal and external meetings and to deal with all logistic-related matters. Ensure that Group Governance submits monthly and quarterly reports to different structures like MPAC, Mayoral Committee and Council.

**KEY PERFORMANCE AREAS:**

- Coordinate specific logistical, financial and procedural requirements associated with Mayoral Committee, Group Advisory Committee meetings and assist the Unit Head;
- Provide administrative and procedural support to all Committees within Group Governance;
- Perform administrative/secretarial activities associated with the preparation of documents and correspondence for circulation.

**LEADING COMPETENCIES:**

- Computer literacy (MS Word and Excel);
- Good communication and coordinating skills;
- Project management capabilities;
- Time management and multi-tasking;
- Attention to detail.

**CORE COMPETENCIES:**

- Basic knowledge of administrative/secretariat support concepts and functions.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

**ENQUIRIES ONLY:**

**Contact Person:** Nthabiseng Makhele  
**Tel No:** (011) 021 6345

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

<https://share.hsforms.com/1RXh1aAjuQjOaExCJaNIP0g469tI>

**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.