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## **STUDENT INTERNSHIP POSITIONS:** **GROUP COMMUNICATION AND MARKETING**

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 Communication and Marketing Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Group Communication and Marketing  
**BRANCH:** Strategic Communication: Employee Communication Unit  
**DESIGNATION:** Internship: Copy Writer / Journalist  
**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:** 158 Civic Boulevard, Metro Centre, Braamfontein

**MINIMUM REQUIREMENTS:**

- Grade 12 at NQF level 4;
- B Tech or Honours degree in Journalism or Media Studies;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

This internship provides an opportunity to gain practical experience in journalism and copywriting, as well as in various administrative duties.

**KEY PERFORMANCE AREAS:**

- Upload content to LED screens;
- Participate in the editorial committee's planning of content and information requirements;
- Ensure that content generation meets deadlines and maintains the City's integrity;
- Prepare a weekly report for the Newsroom on the status of all generated content;
- Manage the Employee Communication Units intranet page;
- Conduct interview to generate content;
- Write for different mediums of news;
- Understand the composition and organogram of the City of Johannesburg to enable seamless content generation;
- Create a portfolio of your published work;
- Develop a greater awareness of how social media networks relate to news;
- Develop the liability to appreciate the importance of still pictures, video, graphic artworks, and audio in telling stories;
- Juggle multiple projects on a strict deadline.

**LEADING COMPETENCIES:**

- Computer literacy (MS Office applications);
- Strong literacy Skill;
- Creative detail oriented and be able to write coherently;
- Ability to articulate ideas i.e., discussing the requirement of a project;
- Work independently and in multidisciplinary team;
- Attention to detail, patience, and high-level concentration
- Accountability and time Management.



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### **CORE COMPETENCIES:**

- Good interpersonal communication skills;
- Presentation skills;
- Creative writing
- Time Management;
- Batho Pele Principle

### **ENQUIRIES ONLY:**

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

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

<https://share.hsforms.com/1gzmNHnypT7qcKUa9wTtRNA469tl>

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

**CLOSING DATE: MONDAY, 29 AUGUST 2022**

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- Credit Record,
- CV validation and
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The City of Johannesburg (CoJ), Group Communication and Marketing Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Group Communication and Marketing  
**BRANCH:** Online Communications: Strategic Communication  
**DESIGNATION:** Internship: Online Radio Presenter

**REMUNERATION:**  
 (Qualification completed with min 360 credits): R9,043.21 (Basic Salary, no benefits)  
 (Enrolled as a student) : R3 500.00 pm (Basic salary, no benefits)  
**LOCATION:** 158 Civic Boulevard, Metro Centre

**MINIMUM REQUIREMENTS:**

- Grade 12 at NQF level 4;
- Certificate or diploma in the relevant qualification at NQF level 6;
- Exposure in techniques of radio presenting would be an added advantage;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

The internship presents an opportunity to get practical and hands on experience in presenting skills for TV and Radio as well as various related administrative duties.

**KEY PERFORMANCE AREAS:**

- Plan, research and write scripts before filming on broadcast;
- Ability to introduce and interview guests, link segments, and generally hold a show together;
- Ability to follow detailed instructions from the production team;
- Ability to learn the script or sometimes perform without formal preparation;
- Ability to think on your feet and ad/lib or deviate from the script where necessary;
- Computer literacy (MS Office Applications);
- Must be able to work extended hours as and when required;
- Must be able to engage a varied audience and create an original show each time they host;
- Must be well informed and knowledgeable about information collected from many different sources or channels;
- Knowledgeable about different virtual Radio Platforms;

**LEADING COMPETENCIES:**

- Teamwork
- Work independently and in a multidisciplinary team;
- Attention to detail;
- Accountability and time management;
- Work under pressure;
- Creative problem solving



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#### **CORE COMPETENCIES:**

- Computer literacy (MS Office applications),
- Excellent communication skills
- Presentation Skills.
- High level of concentration and multi-tasking;
- Research and Interviewing

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**DEPARTMENT:** Group Communication and Marketing  
**BRANCH:** Online Communications: Strategic Communication  
**DESIGNATION:** Internship: Online TV Presenter  
**REMUNERATION:**  
 (Qualification completed with min 360 credits): R9,043.21 (Basic Salary, no benefits)  
 (Enrolled as a student) : R3 500.00 pm (Basic salary, no benefits)  
**LOCATION:** 158 Civic Boulevard, Metro Centre

**MINIMUM REQUIREMENTS:**

- Grade 12 at NQF level 4;
- Certificate or diploma in the relevant qualification at NQF level 6;
- Exposure in techniques of TV and radio presenting would be an added advantage;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

The internship presents an opportunity to get practical and hands-on experience in presenting skills for TV and Radio as well as various related administrative duties.

**KEY PERFORMANCE AREAS:**

- Introduce and interview guests, linking segments and generally holding a show together;
- Plan, research and write scripts before filming on broadcast;
- Ability to follow detailed instructions from the production team;
- Ability to learn the script or sometimes perform without formal preparation;
- Ability to think on your feet and ad/lib or deviate from the script where necessary;
- Computer literacy (MS Office Applications);
- Must be able to work extended hours as and when required;
- Must be able to engage a varied audience and create an original show each time they host;
- Must be well informed and knowledgeable about information collection from many different sources or channels;
- Knowledgeable about different virtual TV studios;
- Must be comfortable doing research, interviewing guests in person and on the phone;
- writing/rehearsing scripts, and, of course, presenting in a live or pre-recorded setting;
- Must be able to react quickly and positively to any problems or changes;
- Ability to 'think on your feet' and ad-lib or deviate from the script when necessary;
- High levels of concentration and multi-tasking ability.

**LEADING COMPETENCIES:**

- Must be able to work independently and in a multidisciplinary team;
- Must be able to articulate ideas i.e. discussing the requirements of a project;
- Ability to follow detailed instruction to maintain service standard and turnaround.
- Attention to detail;
- Accountability and time management;



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- Work under pressure;
- Creative problem solving and the ability to work through things until you get it right.

#### **CORE COMPETENCIES:**

- Computer literacy (MS Office applications),
- Excellent communication skills
- Presentation Skills.
- High level of concentration and multi-tasking;
- Research and Interviewing

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**DEPARTMENT:** Group Communication and Marketing  
**BRANCH:** Online Communication: Strategic Communications  
**DESIGNATION:** Internship: Web Developer / Web Programmer/ Mobile Application Developer

**REMUNERATION:**

(Qualification completed with min 360 credits): **R9,043.21 (Basic Salary, no benefits)**  
 (Enrolled as a student) : **R3 500.00 pm (Basic salary, no benefits)**

**LOCATION:** 158 Civic Boulevard, Metro Centre

**MINIMUM REQUIREMENTS:**

- Grade 12 at NQF level 4;
- Certificate or diploma in Mobile Applications and /or Web Development and /or IT Support Services at NQF level 6;
- Knowledge of web technologies, web programming and mobile application development
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

The internship presents an opportunity to get practical and hands on experience in Web development / programming and web applications that run on internet browser.

**KEY PERFORMANCE AREAS:**

- Ability to create and test applications for websites;
- Understanding of web services and how they function (including maintenance, monitoring and troubleshooting); User experience (UX), User interface (UI), Visual design, Coding and programming languages including HTML and CSS, Front-end web programming languages and skills such as JavaScript, Ajax and web animation techniques, Back-end web programming languages such as C# or Java, PHP, and Ruby, Design software like Photoshop and Illustrator and Sketch;
- Knowledge of aspects of the design, development, management, implementation, and maintenance of web projects using web content management systems and technologies.
- An understanding of SEO;
- Understanding of web servers and how they function (including maintenance, monitoring, and troubleshooting);
- Understanding of Content Management Systems (SharePoint), Google Analytics and other website monitoring tools;
- Understanding of Customer Relationship Management (CRM) platforms like Hubspot, Zoho e.t.c.;
- Web project management.

**LEADING COMPETENCIES:**

- Must be able to work independently and in a multidisciplinary team;





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- Must be able to articulate ideas i.e. discussing the requirements of a project;
- Ability to follow detailed instruction to maintain service standard and turnaround.
- Attention to detail;
- Accountability and time management;
- Work under pressure;
- Creative problem solving and the ability to work through things until you get it right.

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