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STUDENT INTERNSHIP POSITIONS:

- **GROUP STRATEGY, POLICY COORDINATION AND RELATIONS**
- **ENVIRONMENTAL AND INFRASTRUCTURE SERVICE DEPARTMENT**

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

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 Department (GSPCR) has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

<u>DEPARTMENT:</u>	Group Strategy, Policy Coordination and Relations Department (GSPCR)
<u>BRANCH:</u>	Strategy and Relations
<u>DESIGNATION:</u>	Internship: International Relations
<u>REMUNERATION:</u>	
(Qualification completed with min 360 credits):	R8 329.27 pm (Basic Salary, no benefits)
(Enrolled as a student) :	R3 500.00 pm (Basic salary, no benefits)
<u>LOCATION:</u>	48 Ameshoff Street, Braamfontein

MINIMUM REQUIREMENTS:

- Bachelor of Arts in International Relations, Public Administration, Development Studies (or associated discipline) at SAQA 7;
- WHEREAS the institution envisages extending the training of the student by adding a practical or experiential training discipline hereinafter referred to as “training”, namely in the field of Administration as part of the existing courses/studies;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION: Participate in the Strategic Relations function of the City of Johannesburg. Service strategic city-to-city relationships informed by an approved International Relations Policy of the City of Johannesburg. Research new international relations partnerships through internal or external networks relevant to local government. Report on the progress and impact of various relationships on a regular basis.

KEY PERFORMANCE AREAS:

- Quarter IR Newsletter to create and enhance awareness of the IR function within the city, nationally, on the continent as well as globally;
- Review and develop IR Strategy;
- Implementation of agreed action areas of strategic relationships (strategic city to city; friendship and project collaboration);
- Progress on involvement in Global Networks (C40, Iclei, Metropolis);
- IR Management and logistics.

LEADING COMPETENCIES:


- Computer literacy (MS Word and Excel);
- Good communication and coordination skills;
- Ability to handle the demands of various personality types;
- Strong professional and positive demeanor;
- Negotiation skills.



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CORE COMPETENCIES:

- Knowledge of International Relations, global issues, and local government.

ENQUIRIES ONLY:

Contact Person: Leyandre Ndlovu

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/1vHllyPtpQgG0i4Zla7TVpg469tl>

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: FRIDAY, 17 JUNE 2022



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The City of Johannesburg (CoJ), Environmental and Infrastructure Service Department (EISD) has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

<u>DEPARTMENT:</u>	Environmental & Infrastructure Department
<u>BRANCH:</u>	Strategic Coordination & Integration
<u>DESIGNATION:</u>	Internship
<u>REMUNERATION:</u>	
(Qualification completed with min 360 credits):	R8 329.27 pm (Basic Salary, no benefits)
(Enrolled as a student) :	R3 500.00 pm (Basic salary, no benefits)
<u>LOCATION:</u>	118 Jorissen Street, Traduna House

MINIMUM REQUIREMENTS:

- Degree in Environmental Management, Environmental Sciences, Conservation Management or closely related discipline at SAQA 7;
- WHEREAS the institution envisages extending the training of the student by adding a practical or experiential training discipline hereinafter referred to as “training”, namely in the field of Administration as part of the existing courses/studies;
- Computer literacy – MS Office Applications and email; and
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION: Provide support to the Senior Specialist: Awareness and Community Based Planning, in implementing policies, strategies, systems, standards and management plans for the promotion of integrated environmental awareness across CoJ; while promoting environmental development.

KEY PERFORMANCE AREAS:

- Review, develop and implement the Environmental Education and Awareness (EEA) Strategy and related policies through relevant stakeholder committees;
- Coordinate the rendering of corporate environmental education and capacity building function, through the facilitation of environmental communications and provision of awareness support to the Department;
- Facilitate the provision of community outreach and stakeholder engagement function through managing the external environmental education and awareness, as well as education programmes planning and reviews;
- Manage innovative programmes of environmental development in order to develop the environmental capacity of targeted stakeholders; Contribute to Business Planning, Reporting and Financial Management activities of the Unit;
- Comply with Performance Management Strategies of the City;
- Procurement and Contract Management.

LEADING COMPETENCIES:

- Knowledge and understanding of environmental issues and relevant legislation;
- Understanding of environmental education principles/approaches.



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CORE COMPETENCIES:

- Language proficiency (reading and writing) in English and good written and verbal communication;
- Project Management.

ENQUIRIES ONLY:

Contact Person: Revonal Mckenzie

Tel No: (011) 587 4307

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

https://share.hsforms.com/1G4skYLRvSQeEGkG_253KsA469tI

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: FRIDAY, 17 JUNE 2022