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STUDENT INTERNSHIP POSITION: **GROUP CORPORATE AND SHARED SERVICES**

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. 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.



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The City of Johannesburg (CoJ), Group Corporate and Shared Services department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

DEPARTMENT:

Group Corporate and Shared Services

BRANCH:

Group Human Capital Management

DESIGNATION:

Internship:

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, Johannesburg

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Social Auxiliary and /or Social Sciences or equivalent qualification registered at NQF level 6.
- No experience required.
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Provide effective and comprehensive administrative support and logistical services to Employee Assistance Programme (EAP) unit order to ensure the efficiency of the business unit.

KEY PERFORMANCE AREAS:

- Coordinate administrative requirements associated with Employee Assistance Programme functionality;
- Perform general clerical duties and renders support to the unit;
- Promote the efficiency of the Employee Assistance Programme;
- Collate and prepares qualitative and quantitate information for inclusion into specific statutory reports;

LEADING COMPETENCIES:

- Computer literacy (MS Office applications) and email.

CORE COMPETENCIES:


- Language proficiency (reading and writing) in English and excellent written, verbal and listening communication skills;
- Problem analysis and problem-solving;



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ENQUIRIES ONLY:

Contact Person: Sabina Mabena

Tel No: (011) 407 6784

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

<https://share-eu1.hsforms.com/1L-pd9X7wRFKzpPRX9PXWWAew554>

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

CLOSING DATE: TUESDAY, 15 NOVEMBER 2022

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“City of Johannesburg is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability”