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STUDENT INTERNSHIP POSITION: **GROUP LEGAL AND CONTRACTS 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. 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 Legal and Contracts Department has the following Internship opportunity available for a period NOT exceeding eighteen (18) months

DEPARTMENT: Group Legal and Contracts

BRANCH: Litigation 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: Metropolitan Centre, 158 Civic Boulevard,
Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF 4;
- National Diploma in Law / Legal Assistance / Paralegal or related field (NQF level 6)
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

To render comprehensive legal assistance to the Group Legal and Contracts department of the City related to the preparation and filing of documents report writing and undertaking research. Evaluate and assess all legal matters which are instituted against the City to ensure that any legal claims against the Council, municipal entities, third parties and other stakeholders are minimised and that the interests of the council are legally protected.

KEY PERFORMANCE AREAS:


- Provide legal assistance and administrative support to the Group Legal Contracts department as well as Municipal Entities (ME's)
- Perform tasks associated with the provision of general office support and a telephonic service.
- Manage the litigation management unit by executing specific instructions and apply laid down procedures with regards to managing and coordinating the litigation office by interacting with Directors, Deputy Directors, and Legal Advisors and externally with the Legal practitioner and other service with regards to process documents.
- Record and maintain information on manual and electronic file and control sheets and collate information in order to produce statistics which policies and trends and for audit purposes.
- Manage the litigation management administration activities.


LEADING COMPETENCIES:

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



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CORE COMPETENCIES:

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

ENQUIRIES ONLY:

Contact Person: Mashudu Rasalanavho

Tel No: (011) 407 7644 / 6311

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

<https://share.hsforms.com/1sLqUHIXaROyJwFsE1hzwhQ469tl>

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

CLOSING DATE: THURSDAY, 15 SEPTEMBER 2022

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