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STUDENT INTERNSHIP POSITION: **GROUP CORPORATE & SHARED SERVICES 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 internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- 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).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

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 & Shared Services Department (GCSS) has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Group Corporate & Shared Services (GCSS)

Branch: Group Human Capital Management

Designation: Internship: Human Capital Management

Remuneration:

(Qualification completed with min 360 credits): R9 960,45 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/Matric plus a Degree/Higher National Diploma or studying towards its completion i.e. Human Resource Management, Human Resources Development, Industrial Psychology, Organisational Psychology, Organisational Development, Labour Relation, Labour Law (NQF level 7) and/or a Diploma/N 6 Certificate at NQF level 5 or 6 in Human Resource Management (HR) field or any other qualification majoring in Human Resources;
- Enrollment confirmation letter from the institution;
- Knowledge of Computer Applications (MS Office Applications);
- Only City of Joburg residents will be considered.

Primary Function:

Coordinate specific Human Resources administrative sequences and attend to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment benefits and development.

Key Learning Areas:

- Coordinate administrative requirements associated with the Human Resource functionality related to procedures, systems and controls;
- Coordinate specific sequences associated with the employment of personnel;
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports;
- Attend to specific sequences associated with the notification, arrangement and provision of support in respect of recent subcommittee meetings and dispute hearings.

Leading Competencies:

- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and good planning, organising, coordinating, and time management skills.

Core Competencies:

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.



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ENQUIRIES ONLY:

Contact Person: Tisetso Sydney Kuduza
Tel No: (011) 407 7139

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

https://share-eu1.hsforms.com/1ees7J9iaRa-kLd_7OboJNAew554

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

CLOSING DATE: WEDNESDAY, 26 MARCH 2025

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