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#### STUDENT INTERNSHIP POSITIONS:

- Multi Media & Communication Officer
- Citizen's Engagement Coordinator
- Administration Officer

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](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), Legislature Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

**Department:** Legislature  
**Branch:** Private Office of the Speaker  
**Designation:** **Internship: Multi Media & Communication Officer**  
**Remuneration:**  
 (Qualification completed with min 360 credits): **R9 531,54 pm (Basic Salary, no benefits) OR**  
 (Enrolled as a student) : **R3 500,00 pm (Basic salary, no benefits)**  
**LOCATION:** Metro Centre, 158 Civic Boulevard

**Minimum Requirements:**

- Grade 12 Plus National Diploma (NQF LEVEL 6)/Degree (NQF LEVEL 7)/OR Currently Enrolled as a student in the following field or related:
  - Public Relations
  - Fine Arts in Photography
  - Communication Management
  - Digital Marketing
  - Graphic Design & Software Development
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**

**The Multi Media & Communication Officer will be responsible for managing the department's social media platforms, creating engaging content, and ensuring effective communication both internally and externally. Also assist in the development of communication strategies, capture and edit event photo's and videos for creating content and advertising. Provide direction, develop and manage media relations between the minority Parties Caucus office, Minority Parties councillors and the Media in order to strengthen relationships with media outlets and other critical stakeholders relevant to the strategic goals of the Minority Parties.**

**Key Learning Areas:**

- Execute project planning process to inform the business unit business planning process;
- Execute process optimization and efficiency;
- Perform daily media monitoring and analysis in order to respond intelligently and rapidly to issues that affect the Minority Parties Caucus and department;
- Execute activities associated with management and control of the assets and resources;
- Execute specific activities to ensure effective governance and risk management;
- Execute specific activities to ensure effective Stakeholder Relations and Communication;
- Record and verify the implementation of Council Resolutions emanating from Committee recommendations.

**Leading Competencies:**

- Networking skills;
- Speech writing skills;
- Good communication skills;



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- Ability to work under pressure;
- Presentation skills.

#### **Core Competencies:**

- Knowledge of corporate communication and marketing;
- Knowledge and understanding of principles of media and journalism;
- Knowledge on the local government environment;
- Knowledge of the City's Strategy (IDP), prescribed methodologies, legislative, policy and regulatory frameworks;
- Must be able to write for media;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, Legislation and standards.

#### **ENQUIRIES ONLY:**

**Contact Person:** Tebogo Mogodiri / Sharon Gardner  
**Tel No:** (011) 407 6002 / (011) 407 6294

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

<https://share-eu1.hsforms.com/1sS3LnFkXQ4KJQvuGRkAYHwew554>

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

**CLOSING DATE: THURSDAY, 26 OCTOBER 2023**

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The City of Johannesburg (CoJ), Legislature Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

**Department:** Legislature  
**Branch:** Private Office of the Speaker  
**Designation:** Internship: Citizen's Engagement Coordinator  
**Remuneration:**

(Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits) OR  
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

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

#### **Minimum Requirements:**

- Grade 12 Plus National Diploma (NQF LEVEL 6)/Degree (NWQF LEVEL 7)/OR Currently Enrolled as a student in the following field or related:
  - Public Administration
  - Political Science Or Political Leadership & Citizens
  - Communication Management
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

#### **Primary Function:**


**This Intern will create and execute comprehensive community engagement strategies that align with municipality goals and priorities. Collaborate with various municipal departments to ensure that community input is integrated into decision-making processes. Provide administrative support to the department, including handling documentation. Render administrative and logistical functions regarding public participation and community outreach programs, promotion and awareness of community participation, information sharing, engagement, empowerment and data collection.**


#### **Key Learning Areas:**

- Implement and coordinate the approved strategic plan and programs for public participation and community outreach;
- Ensure that related programmes are accessible to all stakeholders;
- Create opportunities for citizens to become active participants;
- Identify community needs and aspirations, assist in facilitating interventions;
- Create a conducive environment for special interest groups like women, youth, PWDs and elderly to be engaged;
- Stakeholder Database Management through development and updating;
- Manage public involvement in the by-law and policy development review making processes;
- Ensure that logistical arrangements are done to enable public participation in Council events and programmes;
- Provision and coordination of civic education events in communities;
- Facilitate public participation on the IDP'
- Create mechanisms for appropriate communication;



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- Inform communities about public participation policies and relevant legislation for effective and efficient community participation.

**Leading Competencies:**

- Verbal, written and interpersonal skills;
- Computer literacy (MS Word and Excel).

**Core Competencies:**

- Project management and Coordinating skills;
- Should be able to perform functions requiring mobility (i.e. serving documentation between departments).

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The City of Johannesburg (CoJ), Legislature Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

**Department:** Legislature  
**Branch:** Private Office of the Speaker  
**Designation:** Internship: Administration Officer  
**Remuneration:**

(Qualification completed with min 360 credits): **R9 531,54 pm (Basic Salary, no benefits) OR**  
 (Enrolled as a student) : **R3 500,00 pm (Basic salary, no benefits)**

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

**Minimum Requirements:**

- Grade 12 Plus National Diploma (NQF LEVEL 6)/Degree /OR Currently Enrolled as a student in the following field or related:
  - Office Administration
  - Business Management
  - BCom: Business Development
  - Public Administration
  - Strategic Management
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**


The Administration Officer will provide administrative support to our department, including organizing meetings, handling documentation, and managing departmental logistics. Assisting with engaging citizens to understand their challenges & share COJ objectives to them. Help assess the impact of the COJ Legislature programs and initiatives. Ensure that the Private Office of the Speaker strategies align with COJ legislature mission and goals.

**Key Learning Areas:**

- Deliver guidance to the Speaker of Council, particularly on party political aspects and in the context of the government's overall aims and objectives, on new policy proposals and policy development and implementation within the legislative arm;
- Proactively monitor the implementation of the key legislated functions of the office of the Speaker;
- Develop compliance organizational strategies by contributing information, analysis and recommendations to strategic thinking and direction;
- Engage with potential stakeholders to facilitate collaboration within the City of Johannesburg;
- Determine financial compliance implications of strategic initiatives to ensure financial compliance objectives are achieved;
- Navigate the strategic change process to deliver optimal change solutions;
- Evaluate data from various sources to influence decisions and provide solutions;
- Establish accurate measures and monitor systems for knowledge and information management purposes;



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- Identify, manage, package and disseminate key information to project stakeholders at all stages of project management.

#### **Leading Competencies:**

- Excellent oral and written communication skills with an innate attention to detail;
- Coordinating skills;
- Excellent interpersonal and team working skills;
- Networking and negotiation;
- Emotional intelligence and Conflict management;
- Project management and Planning;
- Organizing and execution;
- Ability to interpret and understand complex environments.

#### **Core Competencies:**

- Business acumen;
- Project Management;
- Work independently;
- People Management;
- Event Management;
- Knowledge of legislation governing Local Government and general management principles;
- Comprehensive understanding of Local Government Law and environment.

#### **ENQUIRIES ONLY:**

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