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## **STUDENT INTERNSHIP POSITION:** **Office of the Ombudsman**

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 qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study
- 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.
- 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), Office of the Ombudsman has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:** Office of the Ombudsman  
**BRANCH:** Complaints and Investigations  
**DESIGNATION:** Internship: Trainee Investigator  
**Remuneration:** R10 109.86 pm (Basic Salary, no benefits)  
 Enrolled as a student) R3 500,00 pm (Basic salary, no benefits)  
**LOCATION:** 48 Ameshoff Street, SAPPI Building, Braamfontein

**MINIMUM REQUIREMENTS:**

- Diploma / Degree in Law or final year Law Student;
- Law school certificate will be an advantage; and
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

Support the Office of the Ombudsman in fulfilling its mandate to uphold transparency, fairness and integrity in municipal governance.

**KEY PERFORMANCE AREAS:**

- Complaint intake and Initial assessment;
- Investigative support;
- Research and analysis;
- Documentation and reporting;
- Stakeholder engagement;
- Awareness and outreach;
- Quality assurance and compliance;
- Professional development.

**LEADING COMPETENCIES:**

- Computer literacy including MS Office Applications (Word, Excel, PowerPoint).
- Excellent analytical and data analysis skills.
- Write and edit content with attention to detail.
- Good Communication skills.
- Project management skills.
- Coordinating skills.
- Report writing.
- Customer service skills.

**CORE COMPETENCIES:**

- Ability to critically evaluate information, identify key issues and draw logical conclusions during the investigative process;
- Capable of conducting thorough research and analysing data to support findings and recommendations;
- 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: Katlego Nthutang  
Tel No: (010) 288 2800

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

<https://share-eu1.hsforms.com/1FwEUd9fKRie7QPcftPuyZwew554>

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

**CLOSING DATE: FRIDAY, 29 FRIDAY 2025**

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