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### STUDENT INTERNSHIP POSITION: Group Corporate & 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 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), Group Corporate and Shared Services Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Corporate and Shared Services

**Branch:** Group Human Capital Management

**Designation:** Internship: Intake Officer

**Remuneration:**

(Qualification completed with min 360 credits): **R10 109,86 pm (Basic Salary, no benefits)**

**LOCATION:** Metro Centre, 158 Civic Blvd., Braamfontein

**Minimum Requirements:**

- Grade 12 (NQF Level 4) plus National Diploma in Public Administration/Business Administration/Office Administration or Social Auxiliary and/or Social Sciences or equivalent qualification registered at NQF Level 6 or Degree at NQF level 7.
- Unemployed graduates who have not participated in an internship programme previously.
- 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 in order to ensure the efficiency of the business unit.**

**Key Learning Areas:**

- Coordinate administrative requirements associated with employee assistance Programme functionality;
- Promote the efficiency of the Employee Assistance Programme;
- Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports.

**Leading Competencies:**

- Computer Literacy – MS Office Applications;
- Excellent verbal and written communication;
- Ability to work under pressure and independently;
- High level of confidentiality and organisation skills;
- Ability to prioritise;
- Good time management skills.

**Core Competencies:**

- Ability to work well within a team environment;
- Adhere to confidentiality principles;
- Professionalism
- HR Values and COJ Values;
- Batho Pele principles.



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**ENQUIRIES ONLY:**

**Contact Person:** Boitumelo Makgoba  
**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/1Jc9Z0QWqSg6ODmp4nwadOgew554>

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

**CLOSING DATE: THURSDAY, 14 AUGUST 2025**

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