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### **STUDENT INTERNSHIP POSITION:** **Group Legal & Contracts**

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](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:** Various

**Designation:** Paralegal

**Remuneration:**

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

(Enrolled as a 2<sup>nd</sup>-year student) : **R3 500.00 pm (Basic salary, no benefits)**

**Location:** Metropolitan Centre, 158 Civic Boulevard, Braamfontein

**Minimum Requirements:**

- A Matric/Grade 12 Certificate;
- National Diploma in Law/Legal Assistance/Paralegal or related field (NQF level 6);
- No experience;
- Only City of Joburg residents will be considered.

**Primary Function:**

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/ A Paralegal is also required to 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 minimized and that the interests of the council are legally protected.

**Key Learning Areas:**

- Provide legal assistance and administrative support to the Group Legal and Contracts Department as well as Municipal Entities (MEs);
- Perform tasks associated with the provision of general office support and a telephonic service;
- Manage the litigation management unit by executing specific instructions and applying laid down procedures with regard to managing and coordinating the Litigation office by interacting with directors, deputy directors and legal advisors and externally with the legal practitioners and other service providers with regard to processing documents;
- Arrange and attend meetings for the litigation management unit and department, such as BSCs and BECs;
- Manage the litigation management administrative activities.

**Leading Competencies:**

- Computer literacy and proficiency in MS Office Suite;
- Good communication (verbal and written);
- Good people skills;
- Coordination skills.



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**Core Competencies:**

- Litigation Management;
- Court proceedings, processes and procedures.

**ENQUIRIES ONLY:**

**Contact Person:** Kabelo Kgomosothe

**Tel No:** (011) 407 7644

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

[https://share.hsforms.com/1F5jWIktoQ\\_6G1CFLGoxw2A469tl](https://share.hsforms.com/1F5jWIktoQ_6G1CFLGoxw2A469tl)

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

**CLOSING DATE: THURSDAY, 05 FEBRUARY 2026**

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