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STUDENT INTERNSHIP POSITION: **GROUP FINANCE 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.

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 Finance Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

DEPARTMENT: Group Finance
BRANCH: Business Planning and Organisation Reporting
DESIGNATION: Internship: Business Planning and Organisation Reporting
REMUNERATION:

(Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits)

(Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)

LOCATION: Thuso House, 61 Jorissen Street, Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 plus National Diploma (NQF level 6) preferably in Social Sciences/ Administration / Finance;
- Computer literacy - MS Office Applications (especially MS Word and Excel);
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Provision of administrative support to the Assistant Director: Monitoring and Evaluation in ensuring that information collated is accurate, reliable and credible every quarter of the reporting process. Coordinate, facilitate and manage the Service Delivery & Budget implementation Plans (SDBIP) process for Group Finance. Assistance in the development of an annual Monitoring & Evaluation process plan. Development of Stakeholder engagement plan and oversee its implementation. Development of a submission schedule to be communicated to stakeholders.

KEY PERFORMANCE AREAS:

- Monitoring and evaluation;
- Coordinate regularly quarter reporting on departmental performance to Council Committees;
- Provide guidance, standards to Group Finance on all M&E and reporting related issues;
- To uphold professional standards in ensuring adequate planning for meetings during consultation phase;
- Timeous dissemination of information and record keeping upon delivery. This will ensure seamless communication for completion of reports in compliance with scheduled deadlines.

LEADING COMPETENCIES:

- Computer literacy and Office Application;
- Strong Communication and facilitation skills;
- Planning and organising skills;
- Human Relations skills;
- Ability to plan organize and prioritise work;

CORE COMPETENCIES:

- Confidentiality,
- Accuracy;
- Self-Starter and innovative;



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

ENQUIRIES ONLY:

Contact Person: Mushoni Munyai
Tel No: (011) 022 0389

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

<https://share-eu1.hsforms.com/1StsrLZaZQPKgsqcVUDOtBQew554>

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

CLOSING DATE: FRIDAY, 17 NOVEMBER 2023

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