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## ADDENDUM TO STUDENT INTERNSHIP POSITIONS GROUP FINANCE

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 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).
- 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](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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**PLEASE NOTE THAT THE CLOSING DATE OF THESE POSITIONS ARE EXTENDED TO - 15 DECEMBER 2022**

The City of Johannesburg (CoJ), Group Finance Department has the following Internship opportunities available for a period NOT exceeding Twenty-four (24) months.

<b><u>DEPARTMENT:</u></b>	<b>Group Finance</b>
<b><u>BRANCH:</u></b>	<b>Property Branch (Valuation Services)</b>
<b><u>DESIGNATION:</u></b>	<b>National Treasury Internship: Valuer</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R12 000.00 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	<b>66 Jorissen Place, Braamfontein</b>

**MINIMUM REQUIREMENTS:**

- National Diploma/NQF level 6 in Real Estate: Property Valuation or qualification recognized by the SA Council for the Property Valuers Profession (SACPVP);
- Valid registration with SACPVP as a Candidate Valuer/Professional Associated Valuer;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

**Undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork to be able to operate as a technical expert on property valuation matters for the compilation and maintenance of the City of Johannesburg's General and Supplementary Valuations Roll in order to comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004 as amended.**

**KEY PERFORMANCE AREAS:**

- Undertake research and field work for the valuation of all the types of properties and collecting information in preparation for property valuation including identifying and inspecting both the subject and comparable properties
- Correct application of market value principles
- Partake in the preparation and maintenance of the general and supplementary valuation rolls in a manner that meets all legal requirements and council policy
- Perform administrative functions in line with the provisions of the MPRA
- Perform ad hoc tasks as Parks Contributions as and when required
- Develop and execute day to day operational plan
- Provide enhanced process optimization, efficiency, and continuous improvement in property valuation
- Maintain and monitor the assets and resources allocated to the Valuer
- Engage relevant stakeholders and represent the Valuations Division on property valuation matters.
- Practice good governance and management of risk;
- Compile and submit various reliable reports.



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### **LEADING COMPETENCIES:**

- Computer literacy preferably with spreadsheet and word processing;
- Report writing;
- Communication (verbal and written)
- Planning, organizing and time management
- Ability to systematically analyse problems
- Identify key issues and draw logical conclusions

### **CORE COMPETENCIES:**

- Ability to work under pressure
- Confidentiality, integrity, and tenacity
- Assertive and analytical thinking

### **ENQUIRIES ONLY:**

Contact Person: Tammy Mahlangu  
Tel No: (011) 032 0415

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

<https://share-eu1.hsforms.com/1pbQ9NMGYTLmeJnTyRM1rlgew554>


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

**CLOSING DATE: THURSDAY, 15 DECEMBER 2022**

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The City of Johannesburg (CoJ), Group Finance Department has the following Internship opportunities available for a period NOT exceeding Twenty four (24) months

**DEPARTMENT:** Group Finance  
**BRANCH:** Process Monitoring  
**DESIGNATION:** National Treasury Internship: Process Monitoring  
**REMUNERATION:**  
 (Qualification completed with min 360 credits): R12 000.00 pm (Basic Salary, no benefits)  
**LOCATION:** 66 Jorissen Place, Braamfontein

**MINIMUM REQUIREMENTS:**

- National Diploma/NQF level 6 in Law / Audit / Commerce/ Risk /Compliance or equivalent.
- Knowledge of policy framework of government and the regulation and legislation that drive it;
- Maintain strong professional and positive demeanor
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

Monitor compliance with legislation and policies within the Group Property Branch. The monitoring of compliance standards controls measures, procedures and systems.

**KEY PERFORMANCE AREAS:**

- Monitor yearly compliance and process monitoring plans the identified monitoring measures regarding the compliance to the Legislation, Policies and Procedures within Property branch.
- Monitoring of the Departmental Strategic Risk and operational Risk Registers;
- Report on areas of non-compliance identified recommendations provided and action plans;
- Represent the property branch in various compliance and Risk management forums;

**LEADING COMPETENCIES:**

- Excellent Computer skills in Microsoft Excel, Microsoft Word, SAP, Land Valuation System and any other accounting package.
- Excellent Report writing
- Excellent Communication (verbal and written)
- Excellent Planning, organizing and time management;

**CORE COMPETENCIES:**


- Attention to detail;
- Ability to maintain strict confidentiality and withhold confidentiality information;
- Building and maintaining effective working relationship;
- Ability to work independently and where necessary takes key decisions in complex situations as well as stand by the decision/s taken;



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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

<b><u>DEPARTMENT:</u></b>	<b>Group Finance- Property</b>
<b><u>BRANCH:</u></b>	<b>IT and Data</b>
<b><u>DESIGNATION:</u></b>	<b>Internship: Data Scientist</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 043,21 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	<b>66 Jorissen Place</b>

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus Degree in information technology Computer Science, Statistics, Mathematics, Physics. Chemistry, or analytical or engineering field of study at NQF level 7;
- No experience required;
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

**Provide technology and data support for our clients. In this role the incumbent is responsible for collating and verifying data from multiple, assisting with the implementation of data and software storage systems and executing data analysis and data transfer. Also required the development of systems of systems too automate and streamline business processes in the Property Branch.**

#### **KEY PERFORMANCE AREAS:**

- Improve organizational service delivery through the improvement of data processes;
- Participate in stakeholder management internally and externally, this includes the City's Municipal owned entities.
- Participate good governance and management of risk;
- Compilation of reports that seeks to provide insight into the performance of the data section;
- Perform specific administration and reporting requirements associated with the data section and individual performance.

#### **LEADING COMPETENCIES:**

- Computer literacy – Microsoft Office application- Word, Excel, PowerPoint.
- Data tools (MS SQL R and Python);
- Working knowledge of SQL.

#### **CORE COMPETENCIES:**


- Excellent Communication Skills- verbal, listening and written;
- Problem analysis and problem-solving;
- Ability to compile operations report
- Ability to project daily bus operation statistics and plan for future;



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<b><u>BRANCH:</u></b>	<b>IT and Data</b>
<b><u>DESIGNATION:</u></b>	<b>Internship: Junior Project Management</b>
<b><u>REMUNERATION:</u></b>	
(Qualification completed with min 360 credits):	<b>R9 043,21 pm (Basic Salary, no benefits)</b>
<b><u>LOCATION:</u></b>	<b>66 Jorissen Place</b>

#### **MINIMUM REQUIREMENTS:**

- A National Diploma or Degree in Information Technology, Project Management or any commerce field with Project Management at NQF level 6.
- Knowledge in Project management, product management as well as business requirements and preparation.
- No experience required;
- Only City of Joburg residents will be considered.

#### **PRIMARY FUNCTION:**

**Provide project management and data support for our clients. The incumbent is responsible for ensuring that all project plans are kept updated and projects are managed. He/she is also responsible for management the day-to-day administration of property Branch projects.**

#### **KEY PERFORMANCE AREAS:**

- Improve organizational service delivery through the improvement of data processes;
- Participate in stakeholder management internally and externally, this includes the City's Municipal owned entities.
- Participate good governance and management of risk;
- Compilation of reports that seeks to provide insight into the performance of the data section;
- Manage and monitor assets and resource of the Directorate
- Perform specific administration and reporting requirements associated with the data section and individual performance.

#### **LEADING COMPETENCIES:**

- Computer literacy – Microsoft Office application- Word, Excel, PowerPoint.
- Coordinate activities, resources and information and/or documentation IT Projects;
- Break projects into doable actions and set timeframes;

#### **CORE COMPETENCIES:**

- Excellent Communication Skills- verbal, listening and written;
- Problem analysis and problem-solving;
- Ability to compile operations report
- Excellent attention to detail.





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