





a world class African city

@CityofJoburgZA @CityofJohannesburg CityofJoburg 

STUDENT INTERNSHIP POSITION: TRANSPORT

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

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.



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

The City of Johannesburg (CoJ), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months

DEPARTMENT:

Transport

BRANCH:

Finance

DESIGNATION:

Internship: Finance

REMUNERATION:

(Qualification completed with min 360 credits):
 (Enrolled as a 2nd-year student) :

R9 043,21 pm (Basic Salary, no benefits)
R3 500.00 pm (Basic salary, no benefits)

LOCATION:

JHB 2000

Old Mutual Building 75 Helen Joseph Street,

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 plus Diploma in Finance/ NQF Level 6.
- No experience required;
- Computer literacy;
- Knowledge of relevant GRAP standards and MFMA;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

To assist the revenue section with inventory management, cash management and banking to ensure compliance with the City's policies and MFMA regulations.

KEY PERFORMANCE AREAS:

- Assist the revenue officer to ensure that the cash sales processed at Rea Vaya stations are properly accounted;
- Assist the revenue officer to ensure that the cash is properly banked and all bank transaction are accounted for.
- Assist revenue in officer to ensure timely reporting oof accounting information;
- Assist the revenue office to ensure that inventory is managed properly following the City's polices and regulations;
- Assist in compiling and audit file.

LEADING COMPETENCIES:

- Ability to work as team;
- Able to work independently;
- Able to work under pressure;
- Accounting principles;
- Attentive to detail;
- Ability to work under tight timelines;
- Relevant GRAP Standards MFMA.



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

CORE COMPETENCIES:

- Good interpersonal skills;
- Good analytical skills;
- Good communication, Accuracy- Arithmetically and calculations.

ENQUIRIES ONLY:

Contact Person: Darryl Wicks
Tel No: (011) 021 8710

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

<https://share-eu1.hsforms.com/1EpLc-waETai3olRtFsSjHwew554>

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

CLOSING DATE: WEDNESDAY, 22 FEBRUARY 2023

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. Only shortlisted applicants will be contacted.