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STUDENT INTERNSHIP POSITION: **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 Youth.

- 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 **YOUTH** 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).
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- 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 opportunity available for a period NOT exceeding eighteen (18) months.

DEPARTMENT:

Group Finance

BRANCH:

Management Support

DESIGNATION:

Internship: Assets

REMUNERATION:

(Qualification completed with min 360 credits):

R9 043,21 pm (Basic Salary, no benefits)

(Enrolled as a student):

R3 500,00 pm (Basic salary, no benefits)

LOCATION:

61 Thuso House Braamfontein

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4;
- National diploma in Finance or related field (NQF level 6);
- Computer literacy (Microsoft Word, PowerPoint and Excel);
- Only City of Joburg residents will be considered.

Primary Functions:

Monitor procurement of assets by ensuring that there is a transport system of procuring goods & service in line with council procurement procedures. Compiles, maintain, reconcile and verify the accuracy of computerized assets register as per Assets Management control procedures.

Key Performance Areas:

- All new assets procured needs to follow a capitalized process whereby they are captured and updated in the SAP Assets Register;
- Assist in ensuring the effective management of accounts and processes of the department;
- Review and monitor that the City of Joburg's controls policies and procedures are adhered to;
- Logging of insurance claims of assets stolen, lost or damaged;
- When an asset becomes redundant, it needs to be disposed of by Supply Chain Management (SCM). For this process to be complete, these assets need to be scrapped and moved to the SCM depot. Redundant assets that are not removed pose a health and safety hazard to the employees.
- Carry out special project for Group Finance Department;
- Replacement of tools of Trade;
- Assets verification;
- Ensure timely submission of human resource and administration requirements of the subdivision to deliver comprehensive HR and Admin Services;
- Provide and keep accurate within and keep information for the department and to have standardized work procedures.



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Leading Competencies:

- Financial Management skills;
- Good communication skills;
- Project Management skills;
- Time Management skills;
- Stakeholder relation Management

Core Competencies:

- Attention to detail and pride accuracy;
- Ability to work independently and to enjoy working as a member of a team;
- Ability to prioritize work;
- Knowledge of MFMA, Assets Management Policies, Business Process an GRAP;

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

<https://share-eu1.hsforms.com/1V-1Ujp3rRkKR34rLyhGpcgew554>

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

ENQUIRIES ONLY:

Contact Person: Nombulelo Mudau
Tel No: (011) 358 3412

CLOSING DATE: MONDAY, 07 AUGUST 2023

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