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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 students.

- This Vacancy is open to all qualifying **STUDENTS** in the Johannesburg Community for a period **not exceeding 24 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

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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STUDENT INTERNSHIP POSITION: GROUP FINANCE

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

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Group strategic Supply Chain Management
<u>DESIGNATION:</u>	Internship: Officer: Contract Management and Performance Monitoring
<u>REMUNERATION:</u>	R12 000.00 pm (cost to company, basic salary, no benefits) Completed qualification
<u>LOCATION:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

MINIMUM REQUIREMENTS:

- Three-year Bachelor's Degree or National Diploma with major concentrations in Economics, Accounting or Finance, Internal Auditing or Risk Management. (NQF level 6/7).
- Interns will be required to sign an internship agreement, in addition to an employment contract, committing themselves to full participation in the educational and workplace assignments in accordance with laid-down policies and procedures.
- Selected interns should, by interest, aptitude, and previous achievements, demonstrate their readiness for the program's strategic goal and objectives.
- Chosen expected to reflect, through their intellectual and professional development, an intended career path in line with the program's strategic goals, objectives, and philosophy.
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

To render and efficient and effective specialised administrative function necessary for effective office management.

KEY PERFORMANCE AREAS:

- General operations- Contract Management;
- Ensure that proper records keeping systems are in place;
- Provide accurate monitoring and quality reports for the sub-unit;
- Stakeholder relations and communications;
- Monitor and reporting.
- Asset and Resource (Materials and tools) management.

LEADING COMPETENCIES:

- Confidentiality;
- Ability to work independently;
- Ability to work under pressure.
- Customer Care Management
- Time management and multi-tasking;
- Attention to detail.



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CORE COMPETENCIES:

- Computer literacy (All MS programmes),
- Good time management;
- Financial Management;
- Good communication (verbal and written – good interpersonal skills),
- Coordination skills.

ENQUIRIES ONLY:

Contact Person: Tammy Mahlangu

Tel No: (011) 358 3412

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

<https://share.hsforms.com/1B96f1y9TSQy7N9T2u7Xbug469tl>

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

CLOSING DATE: WEDNESDAY, 21 SEPTEMBER 2022

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