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STUDENT INTERNSHIP POSITIONS: **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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

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 twenty-four (24) months.

DEPARTMENT:

Group Finance- Property

BRANCH:

Finance Compliance & Data

DESIGNATION:

Finance: Internship

REMUNERATION:

(Qualification completed with min 360 credits):

R12 000.00 pm (Basic Salary, no benefits)

LOCATION:

66 Jorissen Place

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 plus National Diploma in Finance (NQF level 6);
- No experience required;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Play an active role in checking, capturing and authorizing customer related journals to ensure the correct recording of Property Rates revenue and debtors balance in support of the Property Branch to ensure better financial management with guidance from the operational manager.

KEY PERFORMANCE AREAS:

- Quality assurance of customer journals receipts in the journal processing environment in line with the standard operating procedures;
- Journals are captured and authorized on SAP system as per standard operating procedures to update the financial ledger (revenue) and sub ledger (debtors' s accounts) accurately and timeously;
- Test the quality of journal documents and accuracy of journals captured for sample provided;
- Ensure the journal processing area utilizes its resources efficiently and effectively;
- Provide administrative and support assistance in Finance Section;
- Represent the finance section in various Finance forums and structures where financial issues are discussed;

LEADING COMPETENCIES:

- Excellent Computer literacy in Microsoft Excel, Microsoft Word and SAP;
- Excellent Communication Skills- verbal, listening and written;
- Problem analysis and problem-solving;

CORE COMPETENCIES:

- In depth understanding of documentation management.



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ENQUIRIES ONLY:

Contact Person: Pearl Fambe
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/1Q6FyzR9FRKyDwxkdP9sURQew554>

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

CLOSING DATE: TUESDAY, 02 APRIL 2024

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.



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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: Group Finance: Finance, Compliance & Data
DESIGNATION: Internship: Developer & Data Analyst
REMUNERATION:

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

LOCATION: 66 Jorissen Place

MINIMUM REQUIREMENTS:

- Grade 12/NQF level 4 with a National Diploma or Degree in Information Technology, Computer Science or Informatics or related field (NQF level 7).
- No experience required.
- Proven skills in:
 - Database and systems development (MS SQL or MySQL; working knowledge of Python and C#)
 - Extensive knowledge of SQL
 - Python, Power BI, Tableau, SSRS would be advantageous;
 - Microsoft.Net (C# and VB) programming.

PRIMARY FUNCTION:

Provide technology and data support for our data team. Collate and verify data from multiple sources. Assist with the implementation of data and software storage systems and execute data analysis and data transfers. Assist to develop systems to automate and streamline business processes in the Property Branch. Assist the team with ETL procedures and ad hoc data queries from other departments.

KEY PERFORMANCE AREAS:

- Improve organizational service delivery through the improvement of data processes.
- Participate in stakeholder management internally and externally, including the City's Municipal Entities (MEs).
- Practice good governance and management of risk.
- Compile reports that seek to provide insight into the performance of the Data Section.
- Manage and monitor assets and resources of the Directorate.
- Perform specific administrative and reporting requirements associated with the Data Section and individual performance.

LEADING COMPETENCIES:

- Collaborative Teamwork & Team Building,
- Management & Accountability;
- Building and maintaining effective working relationships;
- Excellent report design skills;
- Excellent planning, organizing and time management skills.



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CORE COMPETENCIES:

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Conflict Management;
- Problem solving skills; Integrity and Professionalism;
- Impact and Influence and Confidentiality.

ENQUIRIES ONLY:

Contact Person: Pearl Fambe
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