



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

Metropolitan Centre
158 Civic Boulevard
Braamfontein

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South Africa
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www.joburg.org.za

INTERNSHIP POSITIONS (009/2021)

This Vacancy is open to YOUTH in the Johannesburg community

An internship programme is an intervention by the City of Johannesburg to address the growing demand by 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 an academic qualification to obtain experiential training. The City is committed to provide work-based training for students.

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

The details are as follows:

- Department:** Office of the Ombudsman
Branch: Finance
Designation: Intern
Salary Range: R8 329.29 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric plus B Com (Accounting degree/diploma);
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Assist in Finance Department with budget, accounting, procurement, assets, filing and preparation of monthly audit packs.

Key Learning Areas: Assist in preparation of budget and ensuring budget is aligned with expenditure. Assist in monitoring and correcting general ledger variations. Assist with procurement process. Assist in implementing and monitoring the MFMA, MSA and other financial legislation, policies and prescripts. Assist with preparation of monthly audit pack. Assist with provisions/accruals at year end, asset count and verification and making copies and filing finance documents.

Leading Competencies: ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

PUBLICATION DATE: 11 FEBRUARY 2021

CLOSING DATE: 24 FEBRUARY 2021

INTERN VACANCY CIRCULAR: 009/2021

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Rhulani Babani

Tel No: (011) 288 2800

Workplace: SAPPI Building

All applications will be through the website using this link:

<https://zfrmz.com/95DrpbWkATjXe7VLGOrm>

Or visit www.joburg.org.za and click on Vacancies.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

2. **Department:** Office of the Ombudsman
Branch: Management Support
Designation: Intern
Salary Range: R8 329.29 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric plus a tertiary qualification in Human Resources Management/NQF level 6;
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Coordinate Human Resource administrative sequences and attend to the general applications and interventions associated with the functionality in order to ensure adequate guidance and support is made available to employees with respect to comprehending and understanding organizational and legislative procedures related to their employment, benefits and development.

Key Learning Areas: Coordinate administrative requirements associated with Human Resources functionality. Coordinate specific sequences associated with employment of personnel. Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports. Attend to specific sequences associated with the notification, arrangement and provision of support in respect of sub-committee meeting and dispute hearings.

Leading Competencies: ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Violet Sidaki
Tel No: (011) 288 2800
Workplace: SAPPI Building

All applications will be through the website using this link:

<https://zfrmz.com/C0M2yg3zFLXyjs6nuJcL>

Or visit www.joburg.org.za and click on Vacancies.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.

PUBLICATION DATE: 11 FEBRUARY 2021

CLOSING DATE: 24 FEBRUARY 2021

INTERN VACANCY CIRCULAR: 009/2021

3. **Department:** Office of the Ombudsman
Branch: Management Support
Designation: Intern
Salary Range: R8 329.29 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric plus Diploma/Degree in Business Administration or Business Management.
- Computer literacy;
- Must be able to work extended hours as and when required;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

Primary Function: Assist in the coordination and consolidation of information and support the business administrative function.

Key Learning Areas: Take minutes, dictations or notes during meetings. Follow up on action items. Prepare PowerPoint presentations. Prepare required documentations and agendas in preparation for meetings. General secretarial duties. Manage office supplies inventory. Support in attending to personal requirements of CEO.

Leading Competencies: ICT literacy; Good interpersonal and communication skills; Ability to follow instructions.

Core Competencies: Must form part of a multidisciplinary team. Good Interpersonal and Communication skills and be able to work with the group. Coordination and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Rhulani Babani
Tel No: (011) 288 2800
Workplace: SAPPI Building

All applications will be through the website using this link:

<https://zfrmz.com/e2QvEOMbVyIroOFOpfrT>

Or visit www.joburg.org.za and click on Vacancies.

An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications will be required.