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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

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.



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

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DEPARTMENT:

Transport

BRANCH:

Infrastructure and Safety

DESIGNATION:

Internship

REMUNERATION:

(Qualification completed with min 360 credits):

R8 620.79 pm (Basic Salary, no benefits)

(Enrolled as a student):

R3 500.00 pm (Basic salary, no benefits)

LOCATION:

Old Mutual Building, 75 Helen Joseph Street,
JHB 2000

MINIMUM REQUIREMENTS:

- Matric / Grade 12 plus a B-Degree in Finance or equivalent qualification registered at SAQA 7;
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

PRIMARY FUNCTION:

Receive and record invoices from different service providers. Distribute invoices to the relevant project managers. Keep track and liaise with project managers and to ensure invoices are processed and paid within 30 days of receipt in line with municipal Finance Management Act. Project administration: Filing of claims / payment certificates electronically and physically. Collect data for preparation of project reports as and when required. Budget analysis to ensure project are implemented within the available budget. Record keeping for ease of reference in case of dispute or queries. Ensure that established policies, procedures and practices are followed. Assist the unit with budgeting during budget adjustment periods. Prepare weekly/monthly report on the units expenditure.

KEY PERFORMANCE AREAS:

- Interact with Transport Finance, Project Managers and implementing agents.
- Assist in the administration work for record keeping.
- Submit administrative documents for reporting and track of expenditure.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint).
- Communication (verbal and written) skills
- Organising skills.

Core Competencies:

- Problem analysis and solving.
- Office administration procedures.
- Customer service.



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ENQUIRIES ONLY:

Contact Person: Estelle Buys
Tel No: (011) 022 8656

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

https://share.hsforms.com/14m-zDTQBRPuag5-T_ETBzQ469tl

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

CLOSING DATE: THURSDAY, 26 MAY 2022