



a world class African city

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

Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

CITY OF JOHANNESBURG

INTERN CIRCULAR: 031/2021

1. Interested applicants are invited to apply for the positions listed in the circular.
2. An application letter together with a comprehensive CV must be forwarded to the contact details mentioned in the circular attached.
3. The City of Johannesburg reserves the right not to make an appointment.
4. Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
5. Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
6. The City of Johannesburg is an equal opportunity employer.
7. Finalization of the appointments to be within 4 months from the closing date of circular.

PUBLISHED DATE: THURSDAY, 26 AUGUST 2021

CLOSING DATE: WEDNESDAY, 08 SEPTEMBER 2021

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INTERNSHIP POSITIONS (031/2021)

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.

- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.

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

The details are as follows:

1. **Department:** Group Finance
Branch: Property Unit
Designation: Valuer – Intern
Salary Range: R12 000 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- A National Diploma and/or Degree in Real Estate: Property Valuation or qualification recognized by the South African Council for the Property Valuers Profession (SACPVP);
- Computer literacy, communication and coordinating skills;
- 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: Undertake specific tasks associated with all aspects of property valuations, including property market research and the physical attributes of property as well as fieldwork for the compilation and maintenance of the City of Johannesburg's General and Supplementary Valuation Rolls in order to comply with all responsibilities as delegated by the Municipal Valuer in terms of the MPRA 6 of 2004, as amended.

Key Learning Areas: Undertake research and field work for the valuation of all types of properties by identifying and collecting information in preparation for property valuation including identifying and inspecting both the subject and comparable properties. Correct application of market value principles. Determine market value as prescribed by the MPRA. Managing implementation of the provisions of legal processes as provided for by the MPRA. Perform ad hoc tasks such as Parks Contributions as and when required. Develop and execute day-to-day operational plan. Provide enhanced process optimization, efficiency and continuous improvement in property valuation. Maintain and monitor the assets and resources allocated to the Valuer. Engage relevant

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stakeholders and represent the Valuation Division on property valuation matters. Practise good governance and management of risk. Compile and submit various reliable reports.

Leading Competencies: Work independently. Work under pressure. Accountable and be able to maintain privacy and confidentiality.

Core Competencies: Good Interpersonal and Communication skills and be able to work with the group. Coordination, Problem analysis and Problem-Solving skills required and Batho Pele Principles.

Contact Person: Gontse Segole
Tel No: (011) 628 4199
Workplace: Jorissen Place, Braamfontein

All applications will be through the website using this link:

<https://share.hsforms.com/1ahYihDyHQkWQ0Snv0WqsyA469tl>

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