



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](http://www.joburg.org.za)

# CITY OF JOHANNESBURG

## INTERN CIRCULAR: 022/2021

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: FRIDAY, 07 MAY 2021**

**CLOSING DATE: THURSDAY, 20 MAY 2021**

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## INTERNSHIP POSITION (022/2021)

**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), Transport Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months**

The details are as follows:

1. **Department:** Transport
- Branch:** Finance
- Designation:** Finance Interns
- Salary Range:** R8 329.27 pm (cost to company, basic salary, no benefits) Completed qualification, with at least 360 credits OR
- Salary Range:** R3 500.00 pm (cost to company, basic salary, no benefits) must be enrolled as student

**Appointment Requirements:**

- Matric plus a Diploma in Financial Management or Accounting or related tertiary qualification in Financial Accounting or Financial Management registered at SAQA 6 with at least 360 credits; **OR** Matric plus enrolled for a Certificate/Diploma in Financial Management or Accounting or related tertiary qualification in Financial Accounting or Financial Management registered at SAQA level 5 with an enrolment letter at current tertiary institution;
- Confirmation letter from institution;
- Computer literacy Microsoft Office Applications - Word, Excel and PowerPoint;
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered.

**Primary Function:** Learn how to perform the daily cash transactions, collection of documents, monitoring of the Rea Vaya short term liability and inventory to ensure compliance with the City's policies and MFMA regulations

**Key Learning Areas:** Ensure the cash sales proceeds from Rea Vaya stations are properly and accurately accounted for. Ensure that the short term liabilities are accurately and completely accounted for. Ensure that the inventory is managed properly and the process follows the City's policies and regulations. Submit audit support documentation.

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**Leading Competencies:** Client Orientation Approach. Work under pressure. Ability to work with numbers.

**Core Competencies:** Communication (verbal and written),

**Contact Person:** Humphrey Mphahlele

**Tel No:** (011) 870 4506

**Workplace:** Old Mutual Building, 75 Helen Joseph Street, Johannesburg

All applications will be through the website using this link:

1. Transport: Finance Interns  
<https://share.hsforms.com/18sY2NdPFTCO6rdTpn86FzQ469tl>

Or visit [www.joburg.org.za](http://www.joburg.org.za) and click on Vacancies.