



a world class African city

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

6th Floor, B Block
Metropolitan Centre
158 Civic Boulevard
Braamfontein

PO Box 1049
Johannesburg
South Africa
2000

www.joburg.org.za

LEARNERSHIP POSITIONS (001/2021)

This Vacancy is open to YOUTH in the Johannesburg community

The learnership is a programme that provides unemployed youth from the Johannesburg community to be provided with both theoretical and practical training on their chosen learnership. This initiative is in support of the objectives of the Skills Development Act (1998) of making workplaces active learning environments for the employees and the unemployed.

A learnership programme has two components, theory (classroom-based) and practical (workplace-based) learning components. On-going assessments are a critical part of the implementation process whereby learners' progress is evaluated against the relevant unit standards. On successful completion of a learnership programme learners acquire a nationally recognised qualification registered on the National Qualifications Framework (NQF).

The City of Johannesburg (CoJ), Group Corporate and Shared Services department has the following Learnership opportunity available for a period NOT exceeding twelve (12) months.

The details are as follows:

- Department:** Group Corporate and Shared Services
Branch: Group Human Capital Management
Designation: Business Accounting Learnership
Salary Range: R2 500.00 pm (cost to company, basic salary, no benefits)

Appointment Requirements:

- Matric/Grade 12.
- Language proficiency (reading and writing) English
- Computer Literacy;
- Attention to detail
- Ages between 18 – 35 years; and
- Only City of Joburg residents will be considered

Primary Function: The learner will play an active role in assisting within different Finance department in the coordination and consolidation of information and by providing a financial information support services to the management with the guidance from the mentor. Provide with general knowledge of the financial environment. To assist with the tasks of confirming and documenting processes, procedures and standards for all the different Finance functional units, to ensure that the department has processes outlined on how they get their work done.

PUBLICATION DATE: 22 APRIL 2021

CLOSING DATE: 07 MAY 2021

LEARNERSHIP CIRCULAR: 001/2021

Key Learning Areas: Analyse, compile, consolidate and submit various financial reports on revenue and expenditure management. Analyse financial information in all formats and deliver graphical, written and oral outputs thereof. Monitor system information output and the impact of changes to the billing on business outcomes. To perform administrative duties in the finance section. Represent the finance section in various finance forums and structures where financial management issues are discussed in order to share the sections interests and opinions on various matters.

Leading Competencies: Ability to Analysis Reporting and Projection; Financial Data Analysis; System Data Analysis and Monitoring; Administrative Functions; Communication and Representation.

Core Competencies: Good Communication and Writing skills: Coordination and Problem-Solving skills; Ability to handle Confidential Information, Analytical and Research; Ability to multi-task and meet constant deadlines; Ability to Plan, Organize and Prioritize Work; Punctuality and Accuracy skills..

Contact Person: Thabang Mushwana
Tel No: (011) 407 6658
Workplace: 158 Civic Boulevard, Metro Centre

All applications will be through the website using this link:

<https://share.hsforms.com/1oGGnrGGXTw2IMrYz7sBT3g469tl>

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

An Application letter and CV, proof of residence, certified copy of ID and Matric certificate.

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**ENOCH MAFUYEKA
DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE &
TRANSFORMATION**

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