

# **CITY OF JOHANNESBURG INTERN CIRCULAR: 010/2020**

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: TUESDAY, 24 NOVEMBER 2020**

**CLOSING DATE: MONDAY, 30 NOVEMBER 2020**





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)

## INTERNSHIP POSITIONS (010/2020)

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), Group Finance Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

The details are as follows:

- Department:** Group Finance  
**Branch:** Group Accounting  
**Workplace:** Jorissen Place, Braamfontein  
**Designation:** Internship  
**Salary Range:** R3 500 – R12 000 pm (cost to company, basic salary, no benefits)

### Appointment Requirements:

- A Three (3) year diploma in Financial Accounting (NQF level 6).
- Computer literacy (MS Office applications);
- 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, liaise and monitor the City's medium-term budget process including development of medium terms and execution review / revision that ensures that the City's strategy is funded.

**Key Learning Areas:** Collate, facilitate and coordinate the administration of the budget input process to ensure a coordinated process for timeous submission. Evaluate the mid-term financial performance, co-ordinate the implementation of budget revision to ensure that the Core Administration's expenditure is in line with budget. Maintain and improve the exiting monitoring and budgeting tools. Ensure compliance of the City's budget process in terms of the relevant legislation (MFMA, NT limits, GRAP). Produce the minutes for the department and Municipal Entities during the

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budget Panel. Provide a financial management support and advisory services to dedicated portfolios on budgeting, revenue internal control system and general management. Reallocation of funds.

**Leading Competencies:** Report writing; financial management, computer literacy, strong analytical and strong communication.

**Core Competencies:** Good Information technology skills especially SAP system, including good working knowledge of all Microsoft Office applications. Work independently, work under pressure

All applications will be through the website using this link:

<https://zfrmz.com/jEkMWvSdXJhZSjeC2B5M>

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

2. **Department:** Group Finance  
**Branch:** Treasury  
**Workplace:** Jorissen Place, Braamfontein  
**Designation:** Internship  
**Salary Range:** R3 500 – R12 000 pm (cost to company, basic salary, no benefits)

**Appointment Requirements:**

- Grade 12 / NQF level 4 plus Diploma/Degree in Financial Accounting
- Computer literacy (MS Office applications);
- 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:** Performing Financial Reporting for the Treasury Unit for financial instruments..

**Key Learning Areas:** Performing Financial Reporting functions including the recording of all Treasury Transactions in terms of GRAP reporting framework and other relevant legislations. Assisting in the preparation of the budget as well as monitoring of budget. Prepare reports as and when required.

**Leading Competencies:** Report writing; financial management, computer literacy, strong analytical and strong communication.

**Core Competencies:** Proficient in technology skills especially SAP system, including good working knowledge of all Microsoft Office applications. Work independently, work under pressure

**Contact Person:** William Maabane  
**Tel No:** (011) 628 4396

All applications will be through the website using this link:

<https://zfrmz.com/6WmGDstHEYQEGsXQxGnC>

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**An Application letter and comprehensive CV, proof of residence, certified copy of ID and Qualifications**



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