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STUDENT INTERNSHIP POSITIONS: **DEVELOPMENT PLANNING**

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

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1. **DEPARTMENT:** Development Planning
BRANCH: Regulatory and Management Support
DESIGNATION: Internship: Finance
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: 158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirement:

- Matric / Grade 12 plus a Diploma / degree in Finance or equivalent qualification registered at SAQA 6/7;
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

Primary Function:

To offer financial administration support to Operational Manager: Finance in ensuring that all financial administrative functions of the Finance unit are met in compliance with MFMA, City of Johannesburg policies and applicable accounting standards.

Key Performance Areas:

- Assist with coordination and monitoring and accounting for assets.
- Support Officer Supply Chain and procurement.
- Support Officer Budget and Accounting.

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.

ENQUIRIES ONLY:

Contact Person: Nthabiseng Majara
Tel No: (011) 407 6534

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

<https://share.hsforms.com/1yMie7LrjS-25dpB3bTyGrg469tI>

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

CLOSING DATE: WEDNESDAY, 08 JUNE 2022



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2. **DEPARTMENT:** Development Planning
BRANCH: Building Development Management
DESIGNATION: Internship: IT
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: 158 Civic Boulevard, Metro Centre, Braamfontein

Minimum Requirement:

- Matric/Grade 12 plus a Diploma/degree in Information Technology or equivalent qualification registered at SAQA 6/7;
- Understanding of ICT Systems;
- Computer literacy – MS Office Applications;
- Only City of Joburg residents will be considered.

Primary Function:

To be an administrator for the Town Planning System (TAS). TAS is an integrated system within Development Planning and other Municipal Owned Entities (MEs) within the City of Johannesburg. The main duties are to manage users, system issues and enhancements of TAS.

Key Performance Areas:

- Manage large datasets, perform data analysis and produce reports;
- Enable LUDM to provide knowledge and skills transfer.

Leading Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Communication (verbal and written) skills ;
- Organising skills;
- Ability to use tools of the trade;
- Good physical health to service legislative (long hours when facilitating and making presentations);
- Attention of detail and diligence.

Core Competencies:

- Confidentiality of staff personal information;
- Professionalism;
- COJ Values;
- Batho Pele principles;
- Problem analysis and solving;
- Customer service.

ENQUIRIES ONLY:


Contact Person: Tiyani Maringa
Tel No: (011) 407 6514



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