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STUDENT INTERNSHIP POSITIONS: **HUMAN SETTLEMENTS DEPARTMENT**

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 internship opportunity is applicable to youth in the Johannesburg communities, who qualifies for this internship and have never participated in an internship programme before.
- 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).
- Applicants are advised to use Google Chrome when applying for CoJ positions.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.


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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted: Credit Record, CV validation and Employment record verification, Criminal check, and Identity validation.



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The City of Johannesburg (CoJ), Human Settlements Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Human Settlements
Branch: Public Housing Programme Support
Designation: Internship: Land Use Planner
Remuneration:

(Qualification completed with min 360 credits): **R9 531,54 pm (Basic Salary, no benefits)**

(Enrolled as a student) : **R3 500,00 pm (Basic salary, no benefits)**

LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus National Diploma Built Environment (NQF level 6) and / or Bachelor's degree in Built Environment Discipline (NQF level 7);
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Assist in the delivery Human Settlements in the Cores of the City and the corridors of freedom. Assist specialists to determine how plots of land/building should best be used within a community. Assist in project packaging /audits as required.

Key Learning Areas:

- Assist the Coordination of procedural requirements associated with the delivery of Human Settlements;
- Assisting in Project Management;
- Provide administrative support in relation to the unit;
- Assisting in the Coordination of procedural requirements associated with their development;

Leading Competencies:

- Computer Literacy (Word, Excel, PowerPoint);
- Good Communication skills;
- Coordinating skills;
- Presentation skills;

Core Competencies:

- Multidisciplinary team;
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.



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ENQUIRIES ONLY:

Contact Person: Nomahlubi Masango
Tel No: (011) 061 3155 / 7975 / 8021

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

<https://share-eu1.hsforms.com/1q4dxziiuRXK4I4xT5PFIWAew554>


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

CLOSING DATE: WEDNESDAY, 29 NOVEMBER 2023

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The City of Johannesburg (CoJ), Human Settlements Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Human Settlements
Branch: Finance
Designation: Internship: Finance
Remuneration:

(Qualification completed with min 360 credits): **R9 531,54 pm (Basic Salary, no benefits)**
 (Enrolled as a student) : **R3 500,00 pm (Basic salary, no benefits)**

LOCATION: 222 Smit Street, Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus Financial qualification;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Assist in the budget process and financial planning, revenue management, expenditure management, assets and liability management and procurement process in terms of Municipal Finance Management Act. Treasury Regulation and other related Finance policies.

Key Learning Areas:

- To ensure that budget preparation and location of resources is in aligned to CoJ priorities, Housing business plans are prepared and in accordance with MFMA and related Regulations;
- To maximize revenue collection and minimize accumulated debtors accounts in arrears in order so that the department can have adequate resources to maintain the rental units;
- To safeguard the assets of the CoJ in accordance with MFMA and related GRAP standards;
- To participate in procurement process for service delivery in compliance to MFMA, treasury regulations and COJ approved SCM policy;
- Assist in achieving effective and efficient expenditure management in compliance to MFMA and CoJ policies and reducing or illuminating unauthorized, irregular, fruitless and wasteful expenditure;
- Assist in complying with CoJ year end process in quest of obtaining a clean audit;
- To facilitate internal communication, documentation flow approvals and provide information in response to queries and to improve overall service delivery;
- Support Managers and Bookkeepers in executing their tasks.

Leading Competencies:

- Computer Literacy (Word, Excel, PowerPoint);
- Good Communication skills;
- Coordinating skills;
- Presentation skills;



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Core Competencies:

- Team player
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Nomahlubi Masango
Tel No: (011) 061 3155 / 7975 / 8021

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

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