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STUDENT INTERNSHIP POSITIONS: **COMMUNITY DEVELOPMENT 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), Community Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months

Department: Community Development

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: Metro Centre, 158 Civic Blvd., Braamfontein

Minimum Requirements:

- Grade 12 (NQF level 4) plus tertiary qualification in Finance or equivalent registered at NQF level 6;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

Primary Function:

Assist the Community Development Finance directorate in controlling their key performance and result indicators so that their Assets and Insurance are reported accurately. To ensure Supply Chain Management and Budget and accounting compliance are effectively addressed in order to conform to the requirements of the Municipal Finance Management Act and the City's financial strategies and policies.

Key Learning Areas:

- Control and coordinate the implementation of specific procedures systems and controls Asset Management associated with functional areas embodied in the Community Development department;
- Handle all Supply Chain Management processes associated with COJ policies and procedures;
- Manage and control specific Budgeting, Expenditure, and accounting procedures associated with Financial reporting.

Leading Competencies:

- ICT literacy, including MS Office Applications (Word, Excel, PowerPoint)
- High level of confidentiality and organisation skills;
- Ability to work under pressure and Independently;
- Ability to prioritise;
- Sound numerical ability;
- Good time management skills;
- Finance Reporting;
- Analytical skills.

Core Competencies:

- Multidisciplinary team;
- Good Interpersonal and Communication skills and be able to work with the group;



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- Problem-solving and Coordination;
- GRAP standards understanding of Batho Pele Principles, Ethics on Professionalism;
- Generating and analysing reports;
- Data Capturing.

ENQUIRIES ONLY:

Contact Person: Ndivhuwo Mphephu

Tel No: (011) 407 7198

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

<https://share-eu1.hsforms.com/1k6NdNcHfTMml9VrBqj86SQew554>

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

CLOSING DATE: TUESDAY, 10 SEPTEMBER 2024

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. Only shortlisted applicants will be contacted.



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

Department: Community Development
Branch: Sports and Recreation
Designation: Internship: Sports and Recreation

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: Metro Centre, 158 Civic Blvd., Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus relevant tertiary qualification, with specific focus on Sports and Recreation/NQF level 6;
- Confirmation letter from the institution in respect of students still at school;
- Computer literacy;
- Only City of Joburg residents will be considered.

Primary Function:

Support the Sports and Recreation directorate in delivering services that relate to facility management, general office administration, sports recreation, aquatics activities, events management, and other directorate core programmes.

Key Performance Areas:

- Assist with event planning, setup, and execution, including logistics, marketing, and operations;
- Provide excellent customer service, responding to queries, and resolving queries;
- Assist in performing administrative duties such as data entry, filing and mailings;
- Support the planning, and implementation of Sports and Recreation programmes in the region;
- Assist with marketing and promotional efforts, including social media, flyers, and other materials;
- Assist with research and collection to support programme development and evaluation;
- Assist full-time staff with various tasks, projects, and initiatives.

Leading Competencies:

- Interpersonal and conflict resolution skills.
- Pay close attention to detail.
- Teamwork and collaboration.
- Commitment to learning and professional growth.
- Adaptability and flexibility.
- Must be organised.



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Core Competencies:

- Computer literacy;
- Good communication skills;
- Customer service;
- Time management;
- Problem-solving skills;
- Basic administrative skills.

ENQUIRIES ONLY:

Contact Person: Gugulethu Khumalo
Tel No: (011) 407 7198

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

<https://share-eu1.hsforms.com/1G9SUKVp7RBKdtj8oVPwkRgew554>

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