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### **STUDENT INTERNSHIP POSITIONS:** **GROUP RISK AND ASSURANCE 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](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), Group Risk and Assurance Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Risk and Assurance Service  
**Branch:** Stakeholder Management and Liaison  
**Designation:** Internship: Stakeholder Management and Liaison  
**Remuneration:**  
 (Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits)  
**LOCATION:** 48 Ameshoff, Sappi Building, Braamfontein

**Minimum Requirements:**

- Grade 12 (NQF level 4) plus Diploma in Customer Relations / Public Relations & Communications or Journalism (NQF level 6);
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**

To render an efficient and effective stakeholder management service in Group Risk and Assurance Services, by establishing and maintain relationships with all stakeholders and staff. To enhance the department both internally and externally by way of communications, marketing, promotions and events thus ensuring that the department meets the goals and objectives of the Group Risk and Assurance Services functions within the City.

**Key Learning Areas:**

- To render and efficient and effective stakeholder management & Liaison service;
- Performs specific tasks /activities associated with the provision of internal communications services.

**Leading Competencies:**

- Computer Literate.
- Communication skills (written and verbal);

**Core Competencies:**

- Ability to work under pressure;
- Excellent verbal and written communication skills at all levels;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

**ENQUIRIES ONLY:**

**Contact Person:** George Mphasi  
**Tel No:** (011) 407 6562



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

<https://share-eu1.hsforms.com/11ZTr27WXQ3aWoQJgWP0Cgew554>


**APPLY ONLINE VIA WEBSITE: [www.joburg.org.za](http://www.joburg.org.za)**

**CLOSING DATE: WEDNESDAY, 08 NOVEMBER 2023**

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The City of Johannesburg (CoJ), Group Risk and Assurance Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Risk and Assurance Service

**Branch:** Group Risk Advisory

**Designation:** Internship: Group Risk Advisory

**Remuneration:**

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

**LOCATION:** 48 Ameshoff, Sappi Building, Braamfontein

**Minimum Requirements:**

- Grade 12 (NQF level 4) plus National Diploma in Business Management, Risk, Audit, Accounting **OR** National Diploma / B Tech in Health & Safety Management or equivalent **OR** Bachelor of Arts in Public Management **OR** BCom in Risk Management, Accounting, Finance, Auditing;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**

**To assist in provision of risk advisory and embedding risk management throughout the City. Assist in the monitoring of risk management activities from a Group perspective. Assist with the implementation of an effective risk management programme.**

**Key Learning Areas:**

- To assist in provision of risk advisory and embedding risk management throughout the City;
- Assist in the monitoring of risk management activities from a Group perspective.
- Assist with the implementation of an effective risk management programme.
- Research

**Leading Competencies:**

- Computer Literate MS Office (Microsoft Word, Excel, PowerPoint, Outlook and Project);
- Communication skills (written and verbal);
- Organising and Planning;
- Decision making and problem solving;
- Project Management.

**Core Competencies:**

- Teamwork
- Attention to detail;
- Goal Orientated;
- Emotional intelligence;
- Adherence to policies and regulations;
- Ability to work under pressure to meet deadlines;



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The City of Johannesburg (CoJ), Group Risk and Assurance Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Risk and Assurance Service  
**Branch:** Compliance Monitoring Services  
**Designation:** Internship: Compliance Monitoring Services

**Remuneration:**

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

**LOCATION:** 48 Ameshoff, Sappi Building, Braamfontein

**Minimum Requirements:**

- Grade 12 (NQF level 4) plus National Diploma in Business Management, Risk, Audit, Accounting **OR** Bachelor of Arts in Public Management **OR** Qualification in Post Graduate Diploma in Compliance Management, Post Graduate Diploma in Risk Management, Law Degree, BCom (Accounting, Audit, Law, Risk) will be an added advantage;
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**

To assist to review and evaluate compliance issues citywide. Assist MEs and departments comply with all applicable regulatory requirements. Assist with the implementation of an effective compliance management programme.

**Key Learning Areas:**

- Assist in the development of an effective compliance management programme;
- Assist the city in the integration of monitoring and reporting of compliance in alignment to Mayoral priorities and key performance areas;

**Leading Competencies:**

- Computer Literate MS Office (Microsoft Word, Excel, PowerPoint, Outlook and Project);
- Communication skills (written and verbal);
- Organising and Planning;
- Decision making and problem solving;
- Project Management.

**Core Competencies:**

- Teamwork
- Attention to detail;
- Goal Orientated;
- Emotional intelligence;
- Adherence to policies and regulations;
- Ability to work under pressure to meet deadlines;



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The City of Johannesburg (CoJ), Group Risk and Assurance Service Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Risk and Assurance Service

**Branch:** Internal Audit

**Designation:** Internship: Internal Audit

**Remuneration:**

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

**LOCATION:** 48 Ameshoff, Sappi Building, Braamfontein

**Minimum Requirements:**

- Grade 12 (NQF level 4) plus B Degree / National Diploma (Internal Auditing or Accounting)
- Enrollment Confirmation letter from institution;
- Only City of Joburg residents will be considered.

**Primary Function:**

To implement internal audit engagement withing a certain portfolio:

- Reviewing management measures to ensure effectiveness value for money and / or efficiency within the municipality;
- Assessing the performance of municipality programme, projects and departments, including their efficiency, effectiveness and economy, based on compliance with relevant legislation, best practices and other criteria;
- Assisting in developing recommendations for improvement and preparing component of the final report to various municipal oversight committees.

**Key Learning Areas:**

- Assist in conducting audit activities on assigned projects;
- Assist in the development and execution and with each projects;
- Assist in evaluating the results of audit and report thereon.

**Leading Competencies:**

- Computer Literate MS Office Internet and Email.
- Communication skills (written and verbal);
- Organising and Planning;
- Decision making and problem solving;
- Project Management.

**Core Competencies:**

- Teamwork
- Attention to detail;
- Ethical
- Ability to work under pressure to meet deadlines;





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