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### **STUDENT INTERNSHIP POSITIONS:** **GROUP FINANCE 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 Finance Department has the following Internship opportunities available for a period NOT exceeding eighteen (18) months.

**DEPARTMENT:**

**Group Finance- Property**

**BRANCH:**

**IT and Data**

**DESIGNATION:**

**Internship: Data Scientist**

**Remuneration:**

(Qualification completed with min 360 credits):

**R9 531,54 pm (Basic Salary, no benefits)**

**LOCATION:**

**66 Jorissen Place**

**MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 plus Degree in Information Technology Computer Science, Statistics, Mathematics, Physics, Chemistry, or Analytical or Engineering field of study at NQF level 7;
- No experience required;
- Only City of Joburg residents will be considered.

**PRIMARY FUNCTION:**

**Provide technology and data support for our clients. In this role the incumbent is responsible for collating and verifying data from multiple, assisting with the implementation of data and software storage systems and executing data analysis and data transfer. Also required the development of systems of systems too automate and streamline business processes in the Property Branch.**

**KEY PERFORMANCE AREAS:**

- Improve organizational service delivery through the improvement of data processes;
- Participate in stakeholder management internally and externally, this includes the City's Municipal owned entities.
- Participate good governance and management of risk;
- Compilation of reports that seeks to provide insight into the performance of the data section;
- Perform specific administration and reporting requirements associated with the data section and individual performance.

**LEADING COMPETENCIES:**

- Computer literacy – Microsoft Office application- Word, Excel, PowerPoint.
- Data tools (MS SQL R and Python);
- Working knowledge of SQL.

**CORE COMPETENCIES:**

- Excellent Communication Skills- verbal, listening and written;
- Problem analysis and problem-solving;
- Ability to compile operations report
- Ability to project daily bus operation statistics and plan for future;

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**ENQUIRIES ONLY:**

Contact Person: Gabisile Zitha  
Tel No: (011) 032 0415

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

<https://share-eu1.hsforms.com/1iTrG6Zl6TmuyYYkitkk4ygew554>

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

**CLOSING DATE: WEDNESDAY, 01 NOVEMBER 2023**

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

**DEPARTMENT:** Group Finance  
**BRANCH:** Group Finance: Finance, Compliance & Data  
**DESIGNATION:** Internship: Developer & Data Analyst  
**Remuneration:**  
 (Qualification completed with min 360 credits): R9 531,54 pm (Basic Salary, no benefits)  
**LOCATION:** 66 Jorissen Place

#### **MINIMUM REQUIREMENTS:**

- Grade 12/NQF level 4 with a National Diploma or Degree in Information Technology, Computer Science or Informatics or related field (NQF level 7).
- No experience required.
- Proven skills in:
  - Database and systems development (MS SQL or MySQL; working knowledge of Python and C#)
  - Extensive knowledge of SQL
  - Python, Power BI, Tableau, SSRS would be advantageous;
  - Microsoft.Net (C# and VB) programming.

#### **PRIMARY FUNCTION:**

**Provide technology and data support for our data team. Collate and verify data from multiple sources. Assist with the implementation of data and software storage systems and execute data analysis and data transfers. Assist to develop systems to automate and streamline business processes in the Property Branch. Assist the team with ETL procedures and ad hoc data queries from other departments.**

#### **KEY PERFORMANCE AREAS:**

- Improve organizational service delivery through the improvement of data processes.
- Participate in stakeholder management internally and externally, including the City's Municipal Entities (MEs).
- Practice good governance and management of risk.
- Compile reports that seek to provide insight into the performance of the Data Section.
- Manage and monitor assets and resources of the Directorate.
- Perform specific administrative and reporting requirements associated with the Data Section and individual performance.

#### **LEADING COMPETENCIES:**

- Collaborative Teamwork & Team Building,
- Management & Accountability;
- Building and maintaining effective working relationships;
- Excellent report design skills;
- Excellent planning, organizing and time management skills.



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### **CORE COMPETENCIES:**

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Conflict Management;
- Problem solving skills; Integrity and Professionalism;
- Impact and Influence and Confidentiality.

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