INTERNSHIPS 2022/2023

Metropolitan Trading Company invites applications for Internship opportunities in the below-mentioned fields. The purpose of the internship program is to offer graduates with no relevant work experience the opportunity to obtain practical workplace exposure and experience. The Internship Programme will run for a period not exceeding 18 months.

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, and expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

1. Designation: Supply Chain Management x2 (Ref: MTCINT01/2023)

Job Responsibilities

- Assist the contract manager in ensuring that the contract register is complete in detailing all contracts including start and end dates
- Assist the SCM officer to ensure the procurement of goods and services in line with the SCM policies and all applicable legislation.
- Assist in the preparation of requisitions and purchase order and ensure it matches the business specifications and the budget has been confirmed.
- Assist in monitoring the performance of suppliers through regular interactions with project managers.
- Assist contract management and supply chain management in performing day-to-day administrative duties.
- Assist in ensuring that goods and services are rendered on time.
- Assist in compiling information to provide feedback to the end user.
- Assist supply chain management in the closing and recording of bids.
- Maintain accurate and safekeeping of all the SCM records.

Job Requirements

- Grade 12, (NQF Level 4)
- Bcom Degree in Supply Chain Management or Operations Management
- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Planning and organizing
- Result driven and self-motivated

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr2@mtc.joburg.org.za

2. Designation: Finance Management intern x2 (Ref: MTCINT02/2023)

Job Responsibilities

- Assist in the filing of invoices and tax payments, as well as reviewing and processing reimbursements,
- Reconciliation and Financial Reporting
- Keeping abreast of regulatory requirements and best practices in financial administration
- Ensuring all invoices are completely processed for the month, raising provisions where necessary.
- Reconciliation of all receipts, payments, and other financial transactions
- Prepare administrative spreadsheets on excel (Microsoft office)
- Assist in accessing invoices on the MTC online invoice portal to enable compliance checks.
- Assist in inspecting invoices for compliance in accordance with MTC and SARS requirements.
- General Finance Administration function which includes sorting out invoices for use by the accountants and billing accountants.
- Filing source documents electronically on share-point (online)
- Assist in the scanning and record-keeping of payment packs.
- Assist in preparing annual audit documentation for submission to the AGSA.
- Assist in engaging suppliers on the administrative requirements for invoices to be prepared for payment.
- Performing other duties as required.

Job Requirements

- Grade 12, (NQF Level 4)
- BCom graduate, or equivalent NQF level qualification, with Accounting or Finance as a major
- Expertise in numbers and good math skills are very important
- The interns must have knowledge of the basic principles and practices of accounting and financial analysis
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Should have good written and oral communication skills
- Other skills required are related to problem-solving, entering and verifying data, knowledge of computers, various software applications, and standard office equipment

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr3@mtc.joburg.org.za

3. Designation: Company Secretary x2 (Ref: MTCINT03/2023)

Job Responsibilities

- Assisting in ensuring a high standard of corporate governance
- Conducting board and committee meetings, post and pre-meeting documentation,
- Ensuring necessary filing,
- Monitoring compliances,
- Record-keeping,
- Provide relevant corporate secretarial support under various jurisdictions.
- Assisting in drafting minutes and drafting resolutions
- Assisting in organizing and preparing agendas and papers for board meetings, committees, and shareholder meetings
- Compile Legal and Company Secretarial reports

Job Requirements

- Grade 12, (NQF Level 4)
- Degree/ Diploma in Public Administration, Corporate Governance and or LLB
- Ability to write accurate minutes which are a true reflection of meeting proceedings.
- Well-developed communication, presentation, and negotiation skills.
- Analytical and problem-solving skills.
- Report writing skills.

- Sound interpersonal skills.
- Above average planning and organizing skills.
- Highest level of Integrity and good judgment.
- Excellent computer skills.

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr4@mtc.joburg.org.za

4. Designation: Performance Management x1 (Ref: MTCINT04/2023)

Job Responsibilities

- Assisting the Performance Specialist with the monthly collation of organizational performance information
- Assisting the Performance Specialist with the performance report
- Quarterly compilation of organizational evidence file
- Assisting the Performance Specialist with PMS policy review
- Assisting the PMS Specialist with training material compilation
- Monthly follow-up with departments on PMS data/stats and producing a report thereof
- Electronic filing of PMS information/ database
- Attending to PMS matters arising from the Board, committees, and the Shareholder
- Performs other related duties as required or as assigned

Job Requirements

- Grade 12, (NQF Level 4)
- Bachelor's Degree in Public Administration/ Business Administration
- Thinking analytically
- Team collaboration
- Meeting strict deadlines
- Attention to detail
- Planning and organizing
- Taking initiative
- Innovative and creative

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to hr5@mtc.joburg.org.za

Please note the following: Applicants who have benefited from an Internship program and have previous formal employment in the field of study will not be considered. If after your appointment it is established that you have given false information you will be liable to instant dismissal.

Closing Date:	10 February at 16:00
Contact Person:	HR Department
Tel No.:	(011) 032 0250

WE ENCOURAGE PEOPLE WITH DISABILITIES AND FROM OTHER DIVERSE BACKGROUNDS TO APPLY.

p.p. G. [signature]
Nomsa Ntezo
Human Resource Manager

27/01/2023
Date