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STUDENT INTERNSHIP POSITION: **Social Development**

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 qualify for this internship and have never participated in an internship programme before, except in circumstances where the internship programme was not relevant to the candidate's course of study
- 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.
- The City of Johannesburg is an equal opportunity employer.

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), Social Development Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

Department: Social Development
Branch: Finance
Designation: Internship: Finance
Remuneration: R10 109,86 pm (Basic Salary, no benefits)
 (Qualification completed with min 360 credits):
Location: Jorissen Place, 66 Jorissen Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12, NQF level 4 plus a National Diploma in Financial Administration or Accounting at NQF level 6;
- Basic MS Office Suite;
- Language proficiency (reading and writing) English;
- Only City of Johannesburg residents will be considered.

Primary Function:

Ensure that the accounts within the Social Development Department are correctly complied with and that all spheres regarding the full bookkeeping spectrum are performed efficiently and effectively.

Key Learning Areas:

- To ensure that procurement is in line with Supply Chain practices and policies and is in adherence to the Municipal Finance Management Act (MFMA);
- Expenditure and Reporting to ensure accountability, confidentiality, control and transparency in the management of the General Ledger. Adherence to the MFMA and sound financial reporting;
- Communicating sound financial reporting;
- Office Administration management to ensure accountability, confidentiality, control and transparency in the management of the General Ledger. Document management;
- Monitoring of the Unit's needs.

Leading Competencies:

- Data Capturing and basic computer skills;
- Communication skills;
- Analytical skills;
- Ability to work independently and as a team;
- Accountability and able to maintain privacy and confidentiality.

Core Competencies:

- Knowledge of best accounting principles and practices;
- Computer literacy and Office Applications;
- Communication and organisational skills.



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ENQUIRIES ONLY:

Contact Person: Tiyani Maringa
Tel No: (011) 407 6514

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

<https://share-eu1.hsforms.com/11vJn0x3oQxygEcPaPaiLwAew554>

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

CLOSING DATE: FRIDAY, 22 AUGUST 2025

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