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### **STUDENT INTERNSHIP POSITION:** **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 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), Group Finance Department has the following Internship opportunity available for a period NOT exceeding eighteen 18 months.

**Department:** Group Finance  
**Branch:** Management Support  
**Designation:** Internship: Registry & Archiving  
**Remuneration:**  
 (Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)  
**Location:** Thuso House, 61 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Matric/Grade 12 (NQF level 4); Studying towards a diploma / certificate;
- Previous training and/or experience in a related field will be an added advantage;
- Computer literacy (MS Office Applications);
- Understanding the public sector industry would be an advantage;
- Only City of Johannesburg residents will be considered.

**Primary Function:**

**Provide an administrative support service associated with the provisions of effective document management and information systems, flow and management of correspondence, retrieval and the filing of files and disposal of obsolete files in line with the relevant guidelines, standards and legislation.**

**Key Learning Areas:**

- Ensure the effective administrative support is provided to the department for an effective document and information system;
- Classify, register, scan and save all records and document into the electronic system;
- Filing, retrieval and disposal of obsolete documents/records and files;
- Assist with office administration;
- General office administration;
- Document management and archiving;
- Registry of all records and documents

**Leading Competencies:**

- Computer literacy (MS Word and Excel);
- Good interpersonal and communication skills;
- Excellent time management skills and the ability to prioritise work;
- Attention to detail and accuracy;
- Ability to work independently and to enjoy working as a member of a team.

**Core Competencies:**

- Knowledge of the City regulations as well as the National Archiving Act (NAA).



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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/1Vy5e8aGCTaOoCG1x06Prowew554>

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

**ENQUIRIES ONLY:**

**Contact Person:** Faniswa Lokwe  
**Tel No:** (011) 075 1562

**CLOSING DATE: WEDNESDAY, 29 OCTOBER 2025**

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