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### **STUDENT INTERNSHIP POSITION:** **GROUP FINANCE**

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>

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:** Communication & Stakeholder Management  
**Designation:** Internship: Marketing and Events Graphic Design  
**Remuneration:**  
 (Qualification completed with min 360 credits): R10 109,86 pm (Basic Salary, no benefits)  
 Enrolled as a student) : R3 500,00 pm (Basic salary, no benefits)  
**Location:** 61 Jorrisen Street, Thuso House

#### **Minimum Requirements:**

- Grade 12/Matric plus National Diploma (NQF level 6) in Graphic Design or Computer Graphics or a related field such as Visual Arts / Marketing and Web Design.
- The candidate will be expected to have knowledge and understanding of graphic design and or visual design and it compatible software by using tools including design software such as Adobe illustrator, InDesign, Photoshop, After Effects, Premier Pro and Toon Boom etc. to create computer concepts by designing and presenting rough drafts of art, for example size, color, typography, image, style, layout and related aesthetic concept.
- Only City of Joburg residents will be considered.

#### **Primary Function:**

To create and incorporate graphics into the city's brand, digital products and social media. As part of the strategic communications team, this post plays a key role in supporting the Communications and Stakeholder Management unit by ensuring a creation of the original graphic design, comprehensive layout concepts, and overseeing the coordination of production materials. This includes overseeing all design projects. From conception to delivery, designing original pieces, including illustration and infographic, reviewing all design work to ensure high quality. Provide graphic design solutions across a variety of publication and promotional material with a particular focus on focus print on print and digital designs for interactive and multimedia formats or to produce and oversee digital and print creative solutions to address the communication and marketing needs of the department. Liaise with all stakeholders within Group Finance department i.e Management Support, Revenue Shared Services Centre Group Treasury, Group Accounting, Core Accounting, Supply Chain Management, Group Property unit, Group Chief Financial Officer to assist in the achievement of each unit's goals.

#### **Key Learning Areas:**

- Revising and /or devising new and creative design growth strategies.
- Manage the Group Finance channels (touch point) – emails websites and raising awareness of the City priorities, programmes and projects;
- Review and monitor the effectiveness of the City's Group Finance, Municipal Entities graphic design activities and assessing them against goals (e.g. ROI and KPIs);
- Research of emerging technologies and trends and providing thought leadership and perspective for adoption where appropriate;
- Design or create Visual communication material through the use of the technology including computer software programmes.



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### **Leading Competencies:**

- Good content writing skills;
- Computer literacy;
- Excellent communication (both written and verbal) skills;
- Good planning and Organising skills;
- Strong Analytics and data driven thinking;
- Graphic design, web design;
- Good problem solving skills;
- Emotional intelligence skills;
- Attention to detail;
- Conceptualizing and executing brief / presentations.

### **Core Competencies:**

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism.

### **ENQUIRIES ONLY:**

**Contact Person:** Thabiso Nkosi  
**Tel No:** (011) 021 5802

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

<https://share-eu1.hsforms.com/1GDjMi7udQrG6CzvOVpemiQew554>

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

**CLOSING DATE: THURSDAY, 27 NOVEMBER 2025**

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