



<https://www.internswired.online/job/coj-graduates-internships/>

COJ: Internships for Commerce Graduates 2024 Latest Applications

Description

The Commerce Graduate Intern will be part of an enriching internship program designed to provide hands-on experience, practical knowledge, and exposure to various facets of commerce within the municipal environment. The successful candidate will have the opportunity to apply their academic learning in a real-world setting while contributing to the city's growth and development.

Responsibilities

- **Financial Analysis:** Conduct analysis of financial data, prepare reports, and contribute to financial planning and forecasting activities within the municipality.
- **Budgeting and Cost Control:** Assist in budget development, expenditure tracking, and identifying opportunities for cost optimization in different municipal departments.
- **Procurement Support:** Support procurement processes, assist in vendor management, and contribute to ensuring compliance with procurement policies and regulations.
- **Accounting and Auditing Assistance:** Aid in maintaining financial records, preparing reconciliations, and providing support during auditing procedures.
- **Business Development Research:** Conduct research and analysis to identify potential business opportunities, market trends, and strategies to support municipal economic growth initiatives.
- **Collaborative Projects:** Engage in cross-functional projects, collaborate with various departments, and contribute to innovative solutions in the commerce domain.

Qualifications

- Recent graduate with a Bachelor's degree in Commerce, Finance, Accounting, Economics, or related field.
- Strong analytical skills and proficiency in Microsoft Excel, financial modeling, and data analysis tools.
- Excellent communication skills and the ability to work collaboratively in a team environment.
- Eagerness to learn, adaptability, and a proactive attitude toward problem-solving.
- Knowledge of municipal finance and governance (preferred but not mandatory).

Job Benefits

- **Professional Development:** Access to mentorship, training sessions, workshops, and seminars to enhance professional skills and knowledge in commerce-related fields.
- **Hands-on Experience:** Practical exposure and real-world application of

Hiring organization

City of Johannesburg

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

May 18, 2024

Valid through

25.12.2024

academic learning in a municipal setting, contributing to a well-rounded understanding of commerce within a government context.

- **Networking Opportunities:** Interaction with professionals, leaders, and experts within the municipality, fostering valuable connections for future career growth.
- **Stipend and Allowances:** A stipend or financial support to assist interns during their tenure, helping to cover expenses related to transportation, meals, and other necessities.
- **Career Advancement:** Possibility of being considered for permanent roles or extended opportunities within the City of Johannesburg based on performance and available positions.
- **Diverse Work Environment:** Exposure to diverse teams and projects, allowing interns to gain insights into different aspects of commerce within a metropolitan setting.
- **Learning and Growth:** Exposure to varied tasks and challenges, fostering a dynamic learning environment aimed at personal and professional growth.
- **Work-Life Balance:** Potential flexible work arrangements or work-hour structures conducive to balancing work commitments and personal life.
- **Skills Enhancement:** Opportunities to develop and refine crucial skills such as financial analysis, budgeting, procurement, and project management, among others.
- **Contribution to Community Development:** The chance to make a meaningful impact on the City of Johannesburg's economic development and contribute to initiatives that benefit the community.

Contacts

1. **Review the Job Description:** Carefully read through the job description and ensure you meet the qualifications and requirements outlined for the Commerce Graduate Intern position.
2. **Prepare Application Documents:** Update your resume/CV and draft a cover letter highlighting your interest in the internship, relevant skills, academic background, and why you believe you are a suitable candidate for the role.
3. **Submission Method:** Follow the specified application submission method outlined by the City of Johannesburg. This might include an online application portal, email submission, or physical submission at a designated address.
4. **Required Documents:** Ensure that you have all required documents ready, which may include:
 - Updated Resume/CV
 - Cover Letter
 - Academic Transcripts or Certificates (if requested)
 - Any other documents specified in the application guidelines
5. **Submit Application:**
 - If applying online: Fill out the application form on the provided portal, upload your documents, and submit as per the instructions.
 - If applying via email: Send your application documents to the specified email address with a clear subject line indicating the position you're applying for.
6. **Confirmation of Receipt:** Await confirmation of receipt of your application. This might be an automated response (for online applications) or a confirmation email from the City of Johannesburg's HR or recruitment team.
7. **Interview and Selection Process:** If shortlisted, you may be contacted for interviews or further assessment. Be prepared to discuss your skills, experiences, and motivation for applying to the internship program.
8. **Follow-up:** If you haven't received any communication within a reasonable

period after the application deadline, consider following up with the HR department or the contact provided in the job posting to inquire about the status of your application.

9. **Interview Preparation:** Prepare for potential interviews by researching the City of Johannesburg, understanding its goals, and familiarizing yourself with the commerce-related challenges and opportunities faced by municipalities.