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COJ: Internships for Commerce Graduates 2025/26 Apply Now

Description

COJ's Internship Program for Commerce Graduates is designed to provide graduates with an opportunity to gain valuable real-world experience in their chosen field of study while working on impactful projects that contribute to the growth and development of Johannesburg. As a Commerce Graduate Intern, you will:

Responsibilities

1. Gain Hands-On Experience:

- Work closely with experienced professionals in various departments such as Finance, Economics, and Commerce.
- Contribute to ongoing projects, research initiatives, and day-to-day operations to develop your practical skills and knowledge.

2. Professional Development:

- Receive mentorship and guidance from industry experts.
- Attend training sessions and workshops to enhance your technical and soft skills.
- Access to networking opportunities within the organization and with other interns.

3. Project Involvement:

- Collaborate on meaningful projects that have a direct impact on the City of Johannesburg's financial and economic landscape.
- Assist in data analysis, financial modeling, and policy development.
- Conduct research to support decision-making processes.

4. Learning and Growth:

- Stay updated with industry trends, best practices, and relevant regulations.
- Gain exposure to diverse aspects of commerce, finance, and economics.

5. Teamwork and Collaboration:

- Work collaboratively with cross-functional teams to achieve departmental objectives.
- Contribute innovative ideas and insights to drive process improvements.

Qualifications

- Bachelor's degree in Commerce, Finance, Economics, or a related field.
- Recent graduate (within the last two years).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.

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

November 8, 2024

Valid through

10.10.2025

- Proactive attitude with a willingness to learn and adapt.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

Job Benefits

- Competitive monthly stipend.
- Exposure to real-world projects and challenges.
- Networking opportunities within the organization.
- Opportunity for career advancement within COJ, based on performance.
- Valuable mentorship from industry professionals.

Contacts

To apply for the Commerce Graduate Internship Program at the City of Johannesburg (COJ), please follow these steps:

- 1. Prepare Your Application Materials:**
 - Update your resume to include your educational background, relevant coursework, and any prior work or internship experiences.
 - Write a cover letter that highlights your interest in the internship, your qualifications, and why you want to be part of COJ's team.
- 2. Email Application:**
 - Compose an email with the subject line: "Application for Commerce Graduate Internship – [Your Full Name]."
 - Attach your resume and cover letter to the email.
- 3. Application Contents:**
 - In your email, briefly introduce yourself and express your interest in the Commerce Graduate Internship Program.
 - Mention any specific department or area of focus within COJ that you are particularly interested in.
- 4. Submission Email:**
 - Address the email to the designated application email address, which should be provided in the job posting. If it's not provided, visit the official COJ website or contact their Human Resources department for the correct email address.
- 5. Application Deadline:**
 - Make sure to submit your application before the specified deadline mentioned in the job posting.
- 6. Confirmation of Receipt:**
 - After sending your application, you may consider requesting a confirmation of receipt from COJ to ensure that your application has been received successfully.
- 7. Wait for Feedback:**
 - COJ's HR team will review all applications. If you meet the initial qualifications, you may be contacted for further interviews or assessments.
- 8. Prepare for Interviews:**
 - If selected for an interview, be prepared to discuss your qualifications, experiences, and your motivation to join COJ.
- 9. Follow Up:**
 - After submitting your application, it's acceptable to follow up with a polite email expressing your continued interest in the position. However, avoid excessive follow-up emails.
- 10. Interview and Selection:**
 - If you are selected for the internship, COJ will provide you with further instructions regarding the next steps, including onboarding and orientation.