

Development and Fundraising Intern (Financial Governance & Revenue Division: Fundraising and Development Department) (X 2 Positions)

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: UJ on Stanley

Level: Graduate

Contract: 2-year Internship

Introduction:

The University of Johannesburg (UJ) is a vibrant and cosmopolitan university, striving towards global excellence and stature. Ranked amongst the top 4% in the QS World Class Universities Ranking and 61st in the QS BRICS World Class Universities Ranking, UJ is recognised as an international university of choice. As a University, we aim to enrich our academic profile, and develop UJ as the pan-African epicentre of critical intellectual inquiry.

Job description

We are looking to add a driven and passionate fundraising intern to our team. Gaining practical experience in fundraising, event coordination, donor interactions, and higher education management would be made possible by this internship.

Minimum requirements

- Qualified graduate of a relevant degree/diploma in Public Relations, Marketing, Communications, Business Administration.
- Strong interest in higher education and civil society works and would commit to the mission of the University of Johannesburg.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Creative thinking and problem-solving skills.
- Applicants should not have prior working experience.

Competencies and Behavioural Attributes

- Participate in the planning and execution of events and initiatives to resource mobilize.
- Conduct research on funding grants, fundraising opportunities, and possible benefactors.
- With guidance produce and keep accurate fundraising materials such as reports, presentations, and brochures.
- Assist with donor communication initiatives by penning newsletters, thank-you notes, and posts on social media.
- Maintain donor databases and ensure accurate record-keeping
- Assist in managing volunteer activities and organizing volunteer events.
- Attend team meetings and provide input during sessions of strategy planning.

Closing date: Friday, 8 November 2024

Applicants to submit CVs and academic records to Ms Precious Ncongwane: preciousn@uj.ac.za

Enquiries regarding the job content: Ms. Precious Ncongwane on Tel: (011) 559 6189

Enquiries regarding remuneration & benefits: Mr Lithale Mqandji (HCM Business Partner) on Tel: (011) 559 3116

Data Science Intern (Financial Governance & Revenue Division: Fundraising and Development Department)

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: UJ on Stanley

Level: Graduate

Contract: 2-year Internship

Introduction:

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Job description

As a Data Science Intern, you will be involved in collecting, processing, and analysing large datasets to support the development of actionable insights and data-driven solutions. Your work will include data capturing, web scraping, data cleaning, and visualisation, helping to drive business decisions through empirical data analysis.

Minimum requirements

- Recently graduated with a bachelor's degree (NQF 7) in STEM discipline, preferably IT, Engineering, Computer Science and Data Science
- Proficiency in Python programming.
- Strong understanding and experience with web scraping techniques and tools.
- Intermediate to advanced proficiency in MS Excel.
- Experience with data visualisation tools and techniques.
- Prior experience with data handling, data capturing, and analysis
- Familiarity with libraries such as Pandas and BeautifulSoup or Scrapy for web scraping.
- Experience in creating visualisation using tools like Matplotlib, Seaborn, or Power BI.
- Applicants should not have prior working experience

Competencies and Behavioral Attributes

- Strong analytical and problem-solving skills.
- Ability to work independently and in a team environment.
- Attention to detail and commitment to delivering high-quality work.
- Good communication skills to articulate findings and insights effectively.

Closing date: Friday, 8 November 2024

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Enquiries regarding the job content: Ms. Precious Ncongwane on Tel: (011) 559 6189

Enquiries regarding remuneration & benefits: Mr Lithale Mngqandi (HCM Business Partner) on Tel: (011) 559 3116

Marketing and Communications Intern (Financial Governance & Revenue Division: Fundraising and Development Department) (X 2 Positions)

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: UJ on Stanley

Level: Graduate

Contract: 2-year Internship

Introduction:

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Job description

We are seeking a dynamic and motivated Communications Intern to join our team. The intern will assist with a variety of communications tasks, including content creation, social media management, and internal communications. This internship offers an excellent opportunity to gain hands-on experience in a professional environment and develop your skills in the field of communications.

Minimum requirements

Key Responsibilities:

Content Creation:

Assist in writing and editing articles, press releases, newsletters, and other communication materials.

Support the creation of multimedia content (videos, graphics, etc.) for various platforms.

Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects).

Strong graphic design skills.

Social Media Management:

Help manage and grow the company's social media presence across platforms (Facebook, Twitter, LinkedIn, Instagram, etc.).

Create engaging content and monitor social media channels for feedback and interactions.

Analyse social media metrics and suggest strategies for improvement.

Internal Communications:

Support the development and dissemination of internal communications materials, including emails, social media posts and newsletters.

Assist with the coordination of internal events and meetings.

Media Relations:

Help prepare and distribute press materials.

Administrative Support:

Provide administrative support to the Development and Fundraising team as needed.

Assist with scheduling, organising files, and other office tasks.

Qualifications:

Education:

Recent graduate of a bachelor's degree in marketing, Communications, Journalism, Public Relations, or a related field.

Competencies and Behavioral Attributes

Skills and Abilities:

Excellent written and verbal communication skills.

Strong organisational skills and attention to detail.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Familiarity with social media platforms and tools.

Ability to work independently and as part of a team.

Creativity and a proactive approach to problem-solving.

Experience:

No previous internship or related experience is a requirement.

Attributes:

Eagerness to learn and adapt in a fast-paced environment.

Strong work ethic and a positive attitude.

Interest in current events and media trends.

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Enquiries regarding remuneration & benefits: Mr Lithale Mngqandi (HCM Business Partner) on Tel: (011) 559 3116

Government and Stakeholder Relations Intern (Financial Governance & Revenue Division: Fundraising and Development Department)

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: UJ on Stanley

Level: Graduate

Contract: 2-year Internship

Introduction:

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Job description

- Assist and support GSR with Strategy Development, Monitoring and Implementation
- Assist administrator whenever necessary with setting up strategic meetings for Senior Manager
- Accompany Senior Manager to relevant meetings, workshops, conferences, and other relevant GSR Engagements when and wherever required.
- Assist with scanning and identification of relevant Government bid opportunities including, SETA's opportunities to be recommend for circulated to relevant internal stakeholders for consideration.
- Monitor, and identify relevant SA News Articles to be circulated to relevant Faculties and support services to keep internal stakeholders apprised of developments within Government
- Assist with the Development, Refinement and the Upkeep of the Government and Stakeholder Relations database.
- Identify for recommendation to Senior Manager, opportunities for partnership and collaboration with Government aligned to the University and GSR Strategic Objectives
- Monitoring and Identification of Government and other stakeholder websites for relevant opportunities for UJ partnership and collaboration to enhance UJ competitiveness.
- Assist with the monitoring and Identification of opportunities that will enhance the presence of UJ in Local, Provincial and National Government
- Assist with the scanning and identification of WIL, Internships and Placements and bursary Opportunities at Local, Provincial and National Government respectively.
- Assist with Government and Stakeholder Relations Events when required.
- Assist with reasonable GSR tasks mandated by Senior Manager when required

Minimum requirements

- Recent graduate of relevant degree in Public Management and Governance, Politics and or related.
- No previous internship or related experience in is a requirement

Competencies and Behavioural Attributes

- Enhanced interest and passion for the role of Public Governance and Strong interest in higher education and how Public Governance contribute towards solving societal problems.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Creative thinking and problem-solving skills.
- No prior working experience

Closing date: Friday, 8 November 2024

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Enquiries regarding the job content: Ms. Precious Ncongwane on Tel: (011) 559 6189

Enquiries regarding remuneration & benefits: Mr Lithale Mngqandi (HCM Business Partner) on Tel: (011) 559 3116

Revenue Administration Department/ Student Finance Internship (X 2 Positions)

FACULTY/DIVISION: Finance

DEPARTMENT: Revenue Administration

SUB-DEPARTMENT: Student Finance

VACANCY: Student Finance Internship

Introduction:

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Student Finance is a support sub-department under the Revenue Administration Department. Student Finance is responsible for the administration of NSFAS funding, Bursaries (internal & external) and Student debtors. Student Finance strives to provide excellent service to all students, parents, sponsors, donors, internal and external clients. The division is decentralised across all four campuses where NSFAS, Bursaries and student account enquiries can be accessed. The successful candidate Will be required to assist on all campuses.

Responsibilities:

- Assist financial officer/ bursary manager (s) liaise with students/parents/donors at all levels
- Enforce policy and procedures
- Administer bursary applications, and allocate bursaries
- Perform reconciliation per bursary allocation
- Follow-up on terms of donors in administering refund requests
- Follow-up on all sponsor outstanding debt
- Liaise with clients regarding academic results, arrangements and terms of bursaries paid to students, whilst complying with POPIA
- Resolve all bursary related enquiries
- Prepare and capture journals
- Perform monthly reconciliation for external funders
- Administer all operational daily activities on accounts
- Prepare payment (refund) requests for students and/or sponsors and do follow ups to ensure correct payments are issued on time
- Ensure all administration duties (e.g. filing) are maintained and up to date
- Proactively establish and maintain good working relation with internal and external stakeholders
- Ad Hoc tasks.

Minimum Requirements:

- Diploma or relevant qualification (NQF 6 level) in Accounting or Financial Management
- Proficiency in both English and a second language would be an advantage.
- Applicants should not have prior working experience

Recommendations:

- Good problem-solving skills.
- Excellent understanding of accounting principles.
- Ability to work under pressure with large volumes.
- Good conflict management and decision-making skills
- Proficiency in English would be an advantage

Competencies and Behavioural Attributes:

- Good computer skills (MS Office Suite, ITS).
- Good written and verbal communication skills.
- Good presentation skills and attention to detail.
- Good planning, listening and organising skills.
- Excellent accounting abilities.
- Ability to work under pressure.
- Basic understanding of accounting principles

Closing date: Friday, 8 November 2024

Applicants to submit CVs and academic records to Ms Precious Ncongwane: preciousn@uj.ac.za

Enquiries regarding the job content: Ms. Precious Ncongwane on Tel: (011) 559 6189

Enquiries regarding remuneration & benefits: Mr Lithale Mngqandi (HCM Business Partner) on Tel: (011) 559 3116

Energy Unit Intern (Process Energy and Environmental Technology Station (UJ PEETS))

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: Doornfontein

Level: Graduate

Contract: 2-year Internship

Introduction:

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Job description

The energy unit of the Process Energy and Environmental Technology Station (UJ PEETS) is inviting applications for an Internship position in the Energy Focus area of the Technology Station. This unit is focused on assisting small, medium and micro-scale enterprises (SMMEs) in the area of green economy towards developing innovative solutions within the energy sector. The position requires a candidate with a keen interest in growing his/her capacity in the energy sector.

Minimum requirements

The candidate is expected to have:

- At least a B. Tech degree in Engineering
- A knowledge of the energy sector
- Knowledge of any of the following technical skills: green technologies, renewable energy, energy efficiency and energy audit.
- An excellent verbal and technical communication skills
- Project management skill
- Computer literacy and experience in the use of Word processing, spreadsheet and internet.
- Ability to work with other colleagues towards achieving a set goal
- Have the willingness to take up new challenges on a daily basis
- Ability to apply new concepts to solving industrial problems, including in the mining sector will be desirable.
- Innovative skills to problem-solving and critical thinking ability will be desirable.
- Applicants should not have prior working experience

Competencies and Behavioural Attributes

The position holder will be responsible to work collaboratively with team members to carry out the following (among others):

- Client consultations on assigned projects within UJ PEETS' mandate
- To carry out feasibility studies of projects
- To provide technical inputs and recommendations on assigned projects
- To provide reports to line managers on the progress on assigned projects
- To carry out site visits on project sites and be available to travel within the country as need arises
- To be available to support other technical personnel within the technology station with their expertise as the need arises
- To maintain accurate reports of assigned projects and follow the technology station's standard operating procedures
- To comply with the University, Faculty, Technology Station, and Unit safety practices and to attend courses on safety when appropriate.
- Any other duties as may be deemed reasonable by line manager, as well as Head of Unit.

Closing date: Friday, 8 November 2024

Applicants to submit CVs and academic records to Ms Elmarié Fourie: elmariep@uj.ac.za

Enquiries:

Enquiries regarding the job content: Ms Elmarié Fourie (Email: elmariep@uj.ac.za)

Enquiries regarding remuneration & benefits: Ms Elmarié Fourie (Email: elmariep@uj.ac.za)

Faculty of Engineering and the Built Environment (FEBE)/ Department of Mining Engineering and Mine Surveying: Mining Engineering & Mine Surveying Intern

Position Summary

Industry: Education & Training

Job Category: Education & Training

Campus: Doornfontein

Level: Graduate

Contract: 2-year Internship

Introduction:

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Job description

The energy unit of the Process Energy and Environmental Technology Station (UJ PEETS) is inviting applications for an Internship position in the Mining Engineering & Mine Surveying Department. This unit is focused on assisting small, medium and micro-scale enterprises (SMMEs) in the area of green economy towards developing innovative solutions within the energy sector. The position requires a candidate with a keen interest in growing his/her capacity in the energy sector.

Minimum requirements

The candidate is expected to have:

- At least a BCom degree in Business Administration or equivalent
- A knowledge of the Mining Engineering & Mine Surveying
- An excellent verbal and technical communication skills
- Administration and Project management skill
- Computer literacy and experience in the use of Word processing, spreadsheet and internet.
- Ability to work with other colleagues towards achieving a set goal
- Have the willingness to take up new challenges on a daily basis
- Ability to apply new concepts to solving industrial problems, including in the mining sector will be desirable.
- Innovative skills to problem-solving and critical thinking ability will be desirable.
- Applicants should not have prior working experience

Competencies and Behavioural Attributes

The position holder will be responsible to work collaboratively with team members to carry out the following (among others):

- Client consultations on assigned projects within UJ PEETS' mandate
- To carry out feasibility studies of projects
- To provide technical inputs and recommendations on assigned projects
- To provide reports to line managers on the progress on assigned projects
- To maintain accurate reports of assigned projects and follow the department's standard operating procedures
- Any other duties as may be deemed reasonable by line manager, as well as Head of Unit.

Closing Date: Friday, 8 November 2024

Enquiries:

Enquiries regarding the job content: Prof Hennie Grobler (Email: hgrobler@uj.ac.za)

FACULTY/DIVISION: Faculty of Engineering and the Built Environment/ UJ Centre for Ecological Intelligence

JOB TITLE: Engineering Intern

Reports To: CEI Bunting Road Food Hub Manager

Introduction:

The University of Johannesburg (UJ) is a vibrant and cosmopolitan university, striving towards global excellence and stature. Ranked amongst the top 4% in the QS World Class Universities Ranking and 61st in the QS BRICS World Class Universities Ranking, UJ is recognised as an international university of choice. As a University, we aim to enrich our academic profile, and develop UJ as the pan-African epicentre of critical intellectual inquiry.

Job Summary:

We are seeking a highly motivated and detail-oriented Engineering Intern (graduate) to join our innovative Research, Training, & Food Systems Hub at the Bunting Road Campus. A multidisciplinary and sustainable Agrihub. This part-time position (3 days per week) will provide valuable experience for a recent mechanical engineering graduate interested in sustainable agriculture and technical applications. The successful candidate will play a key role in supporting the infrastructure maintenance of our aquaponic systems.

Responsibilities:

- Assist the CEI Bunting Road Food Hub Manager with routine maintenance of aquaponics infrastructure, including pumps, filters, and plumbing systems.
- Conduct inspections of equipment and identify potential issues.
- Troubleshoot and resolve minor mechanical problems.
- Assist with repairs and replacements of equipment as needed.
- Maintain accurate records of maintenance activities.
- Stay up to date on advancements in aquaponics technology.
- Participate in safety briefings and adhere to all safety protocols.

Minimum Requirements:

- Bachelor's degree in mechanical engineering (preferred) or a related field.
- A basic understanding of aquaponics systems is a plus.
- Strong mechanical aptitude and ability to work with hand tools.
- Excellent problem-solving and analytical skills.
- Attention to detail and a commitment to quality work.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Applicants should not have prior working experience

Closing date: Friday, 8 November 2024

Applicants to submit CVs and academic records to Godfrey Ndamane: gndamane@uj.ac.za

Enquiries regarding remuneration & benefits: Mr Lithale Mmqandi (HCM Business Partner) on Tel: (011) 559 3116