

<b>Job Title:</b>	<b>Internship: Supply Chain Management</b>
<b>Type of Position</b>	<b>Internship / Graduate Placement</b>
<b>Period</b>	<b>1 year</b>
<b>Reporting to</b>	<b>Supply Chain Coordinator</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC008/23</b>

#### **Qualification and Experience:**

At least three years National Diploma / Degree in Supply Chain Management / Logistics. No experience required.

#### **Knowledge and Skills**

- Analytical skills
- Problem solving skills
- Computer skills
- Project Management skills
- Coordination skills
- Interpersonal and communication skills

#### **Key responsibility**

- Request and evaluate quotations from suppliers on the central supplier database (CSD).
- Prepare and issue Purchase Orders
- Prepare checklist for procurement made
- Provide secretariat duties during the bid/RFQ consideration
- Prepare submission and report to reviewed by the SCM coordinator
- Ensure compliance with all statutory requirements relating to Supply Chain Management and Treasury Regulations.
- Filling manually and electronically

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **20 August 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

**Council Members:** Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Ms. S. Naidoo, Mr. G. Schutte and Dr. S.T. Xaba

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.