



**Interns: Supply Chain Management X2**  
**Ref: SCM/082021**

<b>Designation</b>	Intern: Supply Chain Management
<b>Reporting to</b>	Assist Manager: Supply Chain Management
<b>Division</b>	Supply Chain Department
<b>Office location</b>	Head Office, Pretoria- Arcadia

<b>Role Context</b>	Assist the Supply Chain Management official's day to day activities
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**KEY PERFORMANCE AREAS**

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<b>Procurement</b>	<ul style="list-style-type: none"> <li>❖ Source quotations from tax compliant service providers registered on the CSD in a set turnaround time</li> <li>❖ Compile RFQ comparative schedule and make recommendations for approval</li> <li>❖ Generate purchase orders then distribute them to supplier and end user</li> <li>❖ Ensure and confirm Compliance with SCM Prescripts</li> <li>❖ If amount is more than R100 000,00 check if supplier is not listed on the restrictive suppliers list at National Treasury</li> <li>❖ Follow up with the suppliers regarding deliveries on outstanding purchase order</li> <li>❖ Facilitate contracts or SLA process for ongoing services</li> <li>❖ Ensure that procurement is done according to the threshold values as stipulated by National Treasury</li> <li>❖ Ensure effective and efficient processing of Requisition and Purchase orders</li> </ul>
<b>Bid Administration</b>	<ul style="list-style-type: none"> <li>❖ Provide support in Bid Committee meeting specifications committee</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Render secretariat services to the Bidding committee</li> <li>❖ Provide bid administrative support</li> </ul>
<b>Logistics Management</b>	<ul style="list-style-type: none"> <li>❖ Safeguard of AgriSETA stationery</li> <li>❖ Stock replenishment</li> <li>❖ Monthly stock-take count and keep records</li> <li>❖ Ensure accuracy of logistics</li> <li>❖ Ensure that inventory is secured and distributed as required</li> </ul>
<b>Travel Arrangements</b>	<ul style="list-style-type: none"> <li>❖ Assist all employees regarding travel logistics</li> <li>❖ Assist in book travel through agencies</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>❖ 100% Compliance with reporting by due dates</li> <li>❖ Reporting on transactions above R100 000 to National Treasury CRA system</li> <li>❖ Report local content to DTI</li> </ul>
<b>Ad Hoc</b>	<ul style="list-style-type: none"> <li>❖ Any other duties which may be assigned from time to time</li> </ul>
<b>Internal and External Contacts</b>	<ul style="list-style-type: none"> <li>❖ Internal: All internal AgriSETA departments</li> <li>❖ External: Stakeholders, DHET, DOL, Service Providers</li> </ul>
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>❖ B.Tech Degree in Logistics/Degree in Supply Chain Management or equivalent,</li> <li>❖ Grade 12,</li> <li>❖ No work experience in Supply Chain required</li> </ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"> <li>❖ No experience</li> <li>❖ Basic Computer literate (Microsoft Word and Excel)</li> <li>❖ Attentive to details</li> <li>❖ Team player</li> </ul>

**Kindly note that this is an internship position for candidates that has no previous working experience.**

**Employment Period: 12 months**

An updated CV with a covering letter including certified certificates should be forwarded to:

[SCMinterns@agriseta.co.za](mailto:SCMinterns@agriseta.co.za)

**Closing date: 27 August 2021 at 16:30**

**Enquiries: [Tshepiso@agriseta.co.za](mailto:Tshepiso@agriseta.co.za)**

**Note:** Communication will be sent to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing.

AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.