ADVERTISEMENT
SUPPLY CHAIN MANAGEMENT INTERNS X2
PERIOD: 24 MONTHS
REMUNERATION: STIPEND
Ref: AgriS0801

Designation	Intern: Supply Chain Management
Reporting to	Assistant Manager: Supply Chain Management
Division	Supply Chain Department
Office location	Head Office, Pretoria - Arcadia

Role Context	Assist the Supply Chain Management official's day-to-day activities

KEY PERFORMANCE AREAS

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Procurement	• Source quotations from tax compliant service providers registered on the CSD in a set turnaround time • Compile RFQ comparative schedule and make recommendations for approval • Generate purchase orders then distribute them to supplier and end user • Ensure and confirm Compliance with SCM prescripts • Follow up with the suppliers regarding deliveries on outstanding purchase orders • Facilitate contracts or SLA process for ongoing services • Ensure that procurement is done according to the threshold values as stipulated by SCM Policy • Ensure effective and efficient processing of Requisition and Purchase orders
Bid Administration	• Provide support in Bid Committee meeting specifications • Ensure that National Treasury Instruction Note on Enhancing compliance monitoring and improving transparency and

	accountability in Supply Chain Management has been implemented in all procurement processes. • Render secretariat services to the Bidding committee • Provide bid administrative support
Logistics Management	• Safeguard of AgriSETA stationery and groceries • Stock replenishment • Monthly stock-take count and keep records • Issue stationery to users and file stationery request forms for audit
Travel Arrangements	• Assist all employees regarding travel logistics • Assist in book travel through agencies • Resolve all after hour travels queries • Respond to internal and external trave queries
Reporting	• 100% Compliance with reporting by due dates • Reporting on status of procurement process • RFQ Register • Procurement by other means
Ad Hoc	• Any other duties which may be assigned from time to time
Internal and External Contacts	• Internal: All internal AgriSETA departments • External: Stakeholders, DHET, DOL, Service Providers
Minimum Qualification	• NQF 6 Supply Chain Management / Logistics/ or equivalent, • Grade 12 • No work experience in Supply Chain required.
Required Competencies	• No experience • Basic Computer literacy (Microsoft Word and Excel) • Attentive to details • Team player

Employment Period: 24 Months

An updated CV with a cover letter should be forwarded to:

Interns2025@agriseta.co.za

Closing date: Date: 29 August 2025 at 16h30

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted 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.