

APPLICANT PORTAL

JOB DETAILS: TRANSFORMATION INTERN

Full details of the job.

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Job Title	Transformation Intern
Job Description	The Transformation Intern will assist with compliance and monitoring of various B-BBEE transformation plan initiatives in line with the scorecard, in such areas as Ownership, Preferential procurement, Enterprise and Supplier Development, Management control, Skills development and Socio-Economic Development.
Key Responsibilities	<ul style="list-style-type: none">• Collate quarterly BBEEE reports for the Director to table to all EXCO members and divisions.• Continually assist with refine the company's standard procedure documents for all areas of the scorecard in terms of the latest legislation changes and updates,• Assistance in training managers and employees on the BBBEE scorecard,• Generate and distribute preferential procurement reports monthly in conjunction with the procurement manager and all business owners or element owners.• Oversee and manage the BBBEE system, BEE123• Assistance the procurement manager when required,• Assist with management of CSR projects;• Provide Employment Equity reports to the Director to ensuring scorecard requirement are met and work with HR to submissions the EE report to the department of labour.• Assist with all skills development initiatives, e.g. employee training, graduates programme etc.• Assist with Work Skills Plan reports.• Seek out black business development opportunities and assist in the development of such business.• Ensuring audit and verification processes are done annually and coordinating the process with the verification agency from initial to final verification stage.• BBBEE tracking and monitoring ensuring that information data is captured and maintained.
	<p>Skills, know-how and experience:</p> <ul style="list-style-type: none">• A completed Degree/Diploma in HR, Supply Chain or Procurement and Small Business Management• Effective project management skills• Excellent English communication skills – written and spoken• Strong administration and organisational skills• Team player
	<p>Technical / professional qualifications:</p> <ul style="list-style-type: none">• Bachelor Degree in Business Administration or similar (must be NQF level 7)• Computer proficient with Microsoft Office (Word, PPT, Excel)
Function	People
Country	South Africa
Office Location	Johannesburg
Work Place type	Hybrid
Advert	<p>People make Sage great. From our colleagues delivering ground-breaking solutions to the customers who use them: people have helped us grow for more than forty years, and people are driving our future as a great SaaS company. We're writing our next chapter. Be part of it!</p>

At Sage, we recognize that the world of work has rapidly shifted over the last few years, particularly how we work. That is why we have committed to working in a hybrid way going forward. Human connection is an essential ingredient of the 4 principles that make up our Flexible Human Work hybrid framework and we want to be transparent in what that looks like when you join our Sage family. On one hand, our offices will continue to play an important role in our future and serve as a place for spontaneous conversations, connection, collaboration as well as focused time. On the other hand, we have learned to reimagine where and when we work and to unlock that flexibility and innovation for our colleagues offering them the opportunity to work flex across their home, Sage offices or customer sites.

We invite you to join us and help us write our next chapter. Follow us on our social media sites to join in conversations about open positions and company news! #ifeatsage #sagecareers. If you would like support with your application (or require any adjustments) please contact us at careers@sage.com for assistance. All qualified applicants will be thoughtfully considered and never discriminated against based on their race, colour, age, religion, sexual orientation, gender identity, national origin, disability or veteran status.

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