

## SCM INTERN (SOMERSET WEST)

📅 2023/08/03

Reference Number

SCM08

Description

**SCM Intern will be offered an opportunity to learn procurement process within the Overberg Water and will be reporting directly to the Procurement Accountant. The successful candidate given an opportunity to learn the following functions but not limited to:** Compilation of bids/quotations in accordance with SCM policies and procedures and legislative framework. Administration of contracts in accordance with SCM policies and contract management framework. Maintenance of the contract register and update the status of the contracts. Preparation of necessary documentations for the briefing sessions for tenders and quotations. Processing purchase requisitions from the end users within the stipulated timeframes. Creation of purchase orders for goods and services and also assisting Accounts Payable to expediate the payment of invoices. Filing of SCM documentations and ensuring the security, accessibility, and easy retrieval of documents when they are required. Publishing of bid received and awarded on National Treasury E Tender Portal and OWB website. Advertisement of tender on National Treasury E Tender Portal, OWB website and CIDB(if applicable). Closing of tender in line with SCM policy and applicable legislative requirement. Preparation of procurement report for request for quotations or request for proposal.

Requirements

### QUALIFICATIONS AND EXPERIENCE

Degree/B-Tech in: Finance/ Supply Chain /Logistics NQF 7 and computer literacy.

### COMPETENCIES

Problem solving skills, Customer service skills, Communication skills, Team player and Willingness to learn across all functions,

Work Level

Student/Graduate

Job Type

Contract

Salary

Market Related

Duration

2 - 3 Years

EE Position

No

Location

Somerset West

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