

Companies Tribunal is an agency of the dti established in terms of the Companies Act 71 of 2008. The Tribunal's mandate is to adjudicate applications made in terms of the Act by reviewing decisions made by the Companies and Intellectual Property Commission (CIPC) and serve as a forum for alternative dispute resolution in any matter arising under the Act.

INTERN: Supply Chain Management

Stipend: R77 344.52 – R82 091.82 per annum | Centre: Pretoria (REF. 02/2020) | 1 Year Contract

Requirements: Qualifications and Competencies:

- Applicants must be in possession of a Three-Year bachelor's degree in Supply Chain management / Logistics / Purchasing.
- No work experience is required
- The applicant should not have served internship before or been employed in the related field
- Requisite computer skills (e.g. Microsoft Office package and Excel)
- The ability to work well under pressure and to meet deadlines
- Must be between the ages of 18 to 35

Responsibilities: An Intern will participate in the following activities under supervision:

- Providing support in the procuring and purchasing of goods and services
- Source quotations for purchase in compliance with the regulations
- Receive delivered goods and verify /sign delivery note/invoice against the purchase order
- Prepare the SCM checklist for payment of suppliers 'invoice; processing and forwarding invoices for payments
- Utilise and follow National Treasury Central Supplier Database
- Maintenance and record keeping of supplier documents and communicating with suppliers to source compliance documents
- Ensure compliance to SCM policies and procedures, rules and regulations, legislative objectives and other related framework
- Administer the end to end procurement process
- Assist in providing secretariat services to the Bid Committee
- Assist in preparing bid/tender advert documents
- Drive specific tasks as mandated by the Chief Financial Officer.

Note: Background verifications, will form part of the selection process. The Companies Tribunal is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications may be submitted electronically via email: recruits@companiestribunal.org.za. Copies of qualifications should not be included as these will only be requested from short-listed candidates. Should you not receive correspondence from the Tribunal within 30 days after the closing date, kindly consider your application unsuccessful.

Closing date: 04 May 2020

Applications received after the closing date will not be considered

The Companies Tribunal welcomes applications from all persons with disabilities