



Companies Tribunal is an agency of the dtic 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.

INTERNSHIP: THIS PROGRAMME AIMS AT PROVIDING WORK EXPERIENCE FOR INTERNS WITHOUT THE RELEVANT CAREER EXPERIENCE, AGED BETWEEN 18 – 35 YEARS.

FINANCE

Stipend: R6 294.78 – R6 681.15 per month | Centre: Pretoria (REF. 04/2023) | 1 Year Contract

Requirements: Qualifications and Competencies:

- Applicants must be in possession of a Three-Year degree in Accounting or Finance.
- Requisite computer skills (e.g. Microsoft Office package)
- The ability to work well under pressure and to meet deadlines

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

- Provide 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 Committees.
- Assist in preparing of bid/tender advert documents for advertisements.
- 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). To apply, please forward your comprehensive CV to recruits@companiestribunal.org.za by no later than the closing date, **21 June 2023**. Should you not receive correspondence from the Tribunal within 30 days after the closing date, kindly consider your application unsuccessful. CT reserves the right not to make an appointment

The Companies Tribunal welcomes applications from all persons with disabilities