
EXTERNAL ADVERTISEMENT

Position: SUPPLY CHAIN MANAGEMENT (SCM) INTERN (X1)

A Twelve (12) Months Contractual Appointment

Lejwe Le Putswa Development Agency hereby invites suitably qualified individuals to apply for the Supply Chain Management (SCM) Internship programme.

This is a contractual appointment for a period not exceeding 12 Months.

Salary Scale: R 36 000 per annum (All inclusive package)

REQUIREMENTS:

- Matric Certificate / Grade 12
- A completed National Diploma and/or B-Degree in Supply Chain Management/ Financial Management/ Accounting or any related qualification
- Certificate of Competence in Bid Committees NQF Level 5 (as an added advantage)
- Certificate in Business Contracts and Service Level Agreements (as an added advantage)
- 1-2 year/s work experience in supply chain management in a local government/ public sector environment
- Strong proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Drivers Licence (as an added advantage)

Preference will be given to people from previously disadvantaged groups.

KEY PERFORMANCE AREAS

The ideal incumbent/s will have to have the aptitude, skill and knowledge and further assist the SCM Officer and Finance Manager in the following areas:

- Ensuring that the supply chain management policy of the Agency and the SCM Regulations are adhered to.
- Receiving and processing requests for procurement
- Compile Requisition and Order Forms, source quotations
- Compile RFT/RFQ/RFP score sheet

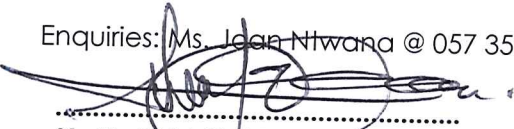
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- Contract Management
 - Facilitating sittings and maintaining records of the Bid Specification, Bid Evaluation, Bid Adjudication Committees
 - Following-up on procurement requests within the sub-departments of the Agency.
 - Compile Specifications for adverts
 - Assets Management
 - Calculation of useful life and depreciation on assets
 - Compile procurement plan aligned with the budget
 - Compilation of SCM monthly and Quarterly, Half Yearly and Yearly Reports
 - Assist in the compilation of Service Level Agreements and Appointment letters
 - He/she will be responsible for supporting all the SCM functions and any other duties assigned by the Agency.

Candidates, who wish to be considered for the post, must submit their application attached with a covering letter, comprehensive curriculum vitae, certified copies of identity document and qualifications.

All Applications can be delivered to 333 Gerrie Kemp Building, 2nd Floor, 310 State-Way Road, Welkom, 9459 or e-mailed to smakhubu@lejwelda.org.za for attention of the ACEO Mr Motlatsi Makhetha.

Closing Date: Friday, 06 August 2021

Enquiries: Ms. Jean Ntwana @ 057 352 3361 / jntwana@lejwelda.org.za



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Mr Motlatsi Makhetha
Acting Chief Executive Officer