Supply Chain Management Intern
12 MONTHS CONTRACT

The above mentioned positions are available in the Finance Department within the Supply Chain Unit at Robben- Island Museum. Reporting to the Unit Manager, the incumbent will be responsible for oversee acquisition of goods and services of Robben Island Museum.

Duties and responsibilities:

- Manage and maintain contracts database;
- Ensure that all contract files are up to date;
- Monitor contract performance;
- Compile contract performance report
- Perform Supply Chain Management Compliance Assessment.
- Sourcing of quotations
- Receiving of goods
- Market and Industry Analysis
- Vendor and supplier maintenance
- Bid Administration
- Purchase Order Process
- Invoice Processing

Experience and Technical skills:

- National Diploma in Finance, Supply Chain/Purchasing Management/Logistics Management/Internal Audit or equivalent;
- Excellent Communication;
- Good Interpersonal skills;
- Excellent administrative skills- be able to work with a high level of accuracy;
- Be able to work under pressure;
- Deadline are very tight; accurate reporting is a must;
- Supplier focus, Respond and deal effectively with supplier;
- Team work;
- Must be able to work as part of a team;
- Must be able to work reliably and responsibly with internal and external colleagues

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate is not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 11 June 2019. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: