SCM INTERN x2
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 overseeing acquisition of goods and services of Robben Island Museum.

Duties and responsibilities:

- Sourcing of Quotations;
- Assessing Sourced information from service providers/suppliers;
- Requisition Management;
- Follow-up outstanding Orders;
- Record Management.
- Render bid administrative support services;
- Invite bids/quotations
- Implement strategic sourcing plan/procurement plan;
- Generate and process orders;
- Receive goods;
- Invoice Processing/Facilitate payment;
- Render Bid Secretariat support to SCM structures;
- Implement SCM structures’ resolutions;

Experience and Technical skills:

- National Diploma in Finance, Public Management, Business Administration or Management, Logistics, Supply Chain Management, Purchasing Management or equivalent;
- 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;
- 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 17 February 2020. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB.