



SUPPLY CHAIN MANAGEMENT (SCM) INTERNSHIP

Pretoria Office, Ashlea Gardens

The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

Remuneration: *The position offers a Market related salary*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint an SCM Intern who is results-driven, passionate about service delivery, thrives under pressure, respect deadlines and a team player with high levels of professionalism.

The individual will be exposed and expected to perform the following duties:

- Assist the SCM officer to ensure the procurement of goods and services in line with the OPFA SCM policy and all applicable legislation.
- Contact service providers to obtain and source quotations.
- Contact service providers for briefing meetings when required.
- Prepare requisitions and purchase order and ensure it matches with the business specifications and the budget has been confirmed.
- Ensure that purchase orders are approved, and orders are placed with the relevant service provider/s.
- Follow up on delivery of goods and service and ensure the goods and services are rendered on time.
- Provide feedback and keep the end user updated of the progress in procuring the requested goods or services.
- Serve as Secretariat for the SCM Committees and prepare the necessary submissions ahead of the meetings.
- Participate on the closing and recording of bids.
- Communicate with the service providers for the bid outcomes.
- Maintain accurate and safekeeping of all the SCM records.

- Retrieve and prepare the required information for audit and ensure all the required information is submitted for audit and received back for record keeping.
- Confirm accuracy of invoices with the purchase orders and submit to Finance for processing.
- Assists in asset verification process and barcoding of new assets.
- Perform other ad-hoc related requests.
- Compile and submit the monthly and quarterly reports.
- Attend to any other request from the CFO.

Qualifications and Experience

- Tertiary Qualifications (Minimum diploma) or final year studying towards a degree in Supply Chain Management, Logistics, Finance and/or Accounting or related fields

Key competencies

- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Planning and organising
- Result driven and self-motivated

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID, to careers@pfa.org.za. Closing date for applications is 26 March 2021.

The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.