



**nhc**

National Heritage Council  
SOUTH AFRICA

an agency of the  
Department of Sport, Arts and Culture

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## JOB ADVERT

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### JOB DETAILS

**JOB TITLE:** Intern- Supply Chain  
**REPORTS TO:** Supply Chain Manager  
**UNIT:** Finance Unit  
**LOCATION:** Hatfield Pretoria  
**NUMBER OF INCUMBENTS:** 1  
**DURATION OF PROGRAMME:** 24 Months

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### PRIMARY PURPOSE OF THE JOB:

While learning on the job, the incumbent shall be assisting in the performance of the following activities:

- Ensuring that the Supply Chain Management policies are adhered to
- Receiving and processing requests for procurement of goods and/or services
- Facilitating sittings of the bid committee and maintaining bid records
- Following up on procurement requests with the relevant line management
- Conduct market research where required
- Update and manage the supplier database
- Perform contract administration activities
- Any other duties as may be assigned by the mentor

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### MINIMUM QUALIFICATIONS

#### Minimum education required

- Three (3) year completed tertiary qualification in Supply Chain Management/Financial Accounting
- A Postgraduate degree will be advantageous

#### Required functional knowledge / skills

- Proficiency in Microsoft office-word, excel and outlook
- Communication (written & verbal) skills
- Interpersonal skills
- Strong analytical skills
- Record keeping
- Be able to work in a team and independently

#### Required experience

- Recently graduated and never employed young graduate willing to learn in a fast pace environment.
- Gauteng based applicants will only be considered.

**To apply:** Email CV to [r.scm@nhc.org.za](mailto:r.scm@nhc.org.za)

**Closing date:** 25 June 2022

Should you not hear from us two weeks after closing date, consider your application unsuccessful.

