

*Are you a quality driven individual?
Do you have a passion for perfection?*

If you answered Yes to these questions, you could be just the individual we are looking for.

INTERNSHIP: SCM AND LOGISTICS X2 (24 months)

Stipend R80 096.00 per annum

Overview of the Organisation

The National Metrology Institute of South Africa (NMISA) is mandated to keep, maintain and disseminate the National Measurement Standards and to demonstrate measurement equivalence for South Africa and the region with our main trading partners. In addition, NMISA is responsible for the correct use of the International System of Units (SI) in South Africa and to approve other units outside the SI for local use.

NMISA is a proud member of the dtic's family of TI Institutes responsible for the Quality Infrastructure in South Africa.

Purpose of Role:

To receive training within SCM and Logistics section with clerical, administrative and secretarial duties by ensuring that efficient and effective service is rendered to internal divisions and to ensure that NMISA complies with all supply chain management rules and regulations.

Minimum Qualifications, knowledge and Experience

- Three-year tertiary qualification in the field of Supply Chain Management / Logistics
- Knowledge of all relevant legislation (PFMA, etc.)
- Competent in MS Office Software package
- Analysing, quality and detailed orientation
- Good communication skills and report writing skills

Duties and Responsibilities

- Make copies and scan tender document
- Filling of SCM document
- Prepare and arrange meetings
- Capture data on the system and update the file accordingly
- Upload tender document into the system (Website)
- Perform any other assigned job with regard to Supply Chain Management
- Update and follow up expired documents such as Tax Clearance and BBBEE certificates and SBD forms with suppliers
- Perform the help desk function
- Follow-up on supplier's invoices, statements, orders etc.
- Document management and proper filling of SCM documents
- Coordinate the supplier payment process by registering, processing and forwarding invoices from suppliers to Finance Officer for payment
- Receive delivered goods and verify

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

Please note

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, African & Indians.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

Closing date for applications: 27 May 2025

Please note if you have participated in an internship programme do not apply

People with disabilities are encouraged to apply

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)