

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 May 2025

CLOSING DATE: 08 June 2025

JOB TITLE: Supply Chain Management (SCM) Internship (12 months contract)

REGION: Limpopo Regional Office (Polokwane)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Limpopo Office based in Polokwane.

The objective of the Position

The purpose of this position is to provide administrative support to the SCM unit.

Key Performance Indicators

- Assist with verifying professional registrations, tax compliance, COIDA, and CSD registration.
- Assist in ensuring that processes are compliant with SCM regulations as per PFMA of PSP/Contractors.
- Capturing of SCM plan schedules.
- Assist with sending out and responding to communication with internal and external stakeholders.
- Assist with populating and updating contract registers.
- Ensure all current Bid Committee members have valid appointment letters.
- Assist with resolving internal and external queries regarding SCM processes and procedures.
- Ensure that BID evaluations are fully compliant with applicable rules and regulations.
- Assist in compiling BID committee reports.
- Assist in compiling submission to the client.
- Responsible for filing.

Qualifications and Experience

- Bachelor Degree in Supply Chain Management
- Minimum 0-1 year of relevant working experience.
- Computer literacy (MS Office) – advanced Projects, Excel, PowerPoint, etc.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.