

## VACANCY

<b>Job title:</b>	Procurement Intern (12 Months)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To procure and communicate all procurement procedures with internal and external stakeholders. To manage reliable asset data and information through an effective asset management system and provide operational support. To manage stock levels, to receive, record and dispatch office stationery, consumables, equipment, and assets in according with the relevant policies, procedures, and guidelines.
<b>Location:</b>	Wits RHI-22 Esselen Street, Hillbrow
<b>Closing date:</b>	01 September 2021
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy6@wrhi.ac.za">vacancy6@wrhi.ac.za</a>
<b>Advert reference number:</b>	LM – 012MAF
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

### Key performance areas

- Obtain quotations from suppliers according to relevant SOP's
- Check that quotations are correct and valid to what the client is asking for before submission to the client.
- Provide quotes timeously.
- Place orders daily for all approved purchase orders.
- Receive procurement confirmation and invoices.
- Ensure all relevant documentation is attached to invoices prior to submitting for payment
- Record all purchase orders issued for Procurement.
- Follow up on eta dates, invoices, Statements, queries and supporting documents.
- Load invoices on EPMV system
- Attend to Avanti request
- Screen telephone calls and emails, enquires, or requests and handle them when appropriate.
- Maintain relevant office systems such as electronic and manual filing systems for easy retrieval of all documents
- Perform relevant administration i.e., filling, copying, faxing etc.
- Perform any other ad hoc Procurement administration duties as assigned
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in on-going training and development activities

### Required minimum education and training

- Grade 12 with a relevant Procurement qualification.
- MS Office

### **Desirable additional education, work experience and personal abilities**

- Experience working with a donor funded organization/NGO or project-based environment.
- Exceptional organizational and administrative skills are requiring together with working knowledge of Microsoft Office.
- Attention to details.
- Assertive, confident and adaptable.
- Ro-active, able to exercise discretion and independent decision-making.
- Able to priorities own workload and work to deadlines.
- Self-motivated, able to work independently and work as a multidisciplinary team

### **Required minimum work experience**

- Minimum of 6 months-2 years' experience in Procurement Administrator

Should you be interested in applying for this vacancy, please send an email to [vacancy6@wrhi.ac.za](mailto:vacancy6@wrhi.ac.za). The subject heading of the email must read **LM – 012MAF** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV