



## **TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)** **SUPPLY CHAIN MANAGEMENT INTERNS X2**

Twelve (12) months contract  
(Remuneration: R15 000.00 per month)  
(Ref: TEDA080/2024)

The positions are based in the Supply Chain Management unit.  
Location of placement is Centurion CBD in Tshwane

### **QUALIFYING CRITERIA:**

- Must have completed an appropriate three-year tertiary career-related degree or national diploma in Public Management, Supply Chain Management, or related fields.
  - Must be between the ages of 18 and 35 years old.
- Applicants to send CV (indicate physical address on your CV), relevant qualifications including Matric/Grade 12 certificate, and identity document.

### **KEY RESPONSIBILITIES:**

The interns will be required to administer all the transactions in Supply Chain Management department, to assist manage the organisational assets for TEDA, to administer all tender documents throughout the tender process. As well as assisting in the following functions:

- Demand Management
- Acquisition Management
- Logistics Management
  - Asset Management
  - Tender Administration
- General office administration

Interns will be required to sign a performance management contract, which will be reviewed quarterly.

**CLOSING DATE: 21<sup>ST</sup> OCTOBER 2024 @ 12H00.**

Applications can be submitted to [teda.jobs@tshwane.gov.za](mailto:teda.jobs@tshwane.gov.za)  
TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.  
NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.

**(PLEASE QUOTE THE Ref. No. ON YOUR APPLICATION)**

