



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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JOB REQUIREMENTS

Position: Supply Chain Management Internship X 2

Programme: Administration

Division: Supply Chain Management

Location: SANDTON

Period: Fixed Term Contract - 1 year

Background of SANEDI:

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

1. Purpose of the position

- The purpose of this position is to assist with day-to-day operations within the Supply Chain Department.

2. Job requirements:

❖ Qualifications and experience

- Degree in Supply Chain, Public Administration and or governance or related field

- Highly motivated and pro-active;
- Organised with attention to detail;
- Ability to work under pressure and to meet strict deadlines;

❖ **Duties/Outputs**

- Procurement of good and services from start to completion
- Co-ordinate committee meetings
- Co-ordinate contracting process
- Record keeping
- Supplier database maintenance
- Stakeholder engagement

Additional Information

The Interns will be based at the SANEDI office in Sandton, Johannesburg.

Please email a detailed CV to: scmintern@sanedi.org.za

The closing date for this position is: **17 November 2023**

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.