



### **EXTERNAL ADVERT**

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical, and expeditious manner.

**Position** : **SCM Intern**  
**Position status** : **12 Months Contract**  
**Reporting line** : **Supply Chain Manager**  
**Position location** : **Pretoria, Ashlea Gardens**

#### **Qualifications and Experience:**

- National Diploma, B-Tech or a Bachelor's Degree in Supply Chain Management, Logistics, Finance and/or Accounting or related fields.

#### **Minimum Requirements and Key Competencies:**

- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills (Both written and verbal)
- Confidentiality and trustworthy
- Team player and reliability
- Numerical skills
- Planning and organising
- Result driven and self-motivated

#### **Responsibilities:**

- Assist the SCM officer to ensure the procurement of goods and services in line with the OPFA SCM policy and all applicable legislation.
- Contact service providers to obtain and source quotations.
- Contact service providers for briefing meetings when required.
- Prepare requisitions and purchase order and ensure it matches with the business specifications and the budget has been confirmed.
- Ensure that purchase orders are approved, and orders are placed with the relevant service provider/s.
- Follow up on delivery of goods and service and ensure the goods and services are rendered on time.
- Provide feedback and keep the end user updated of the progress in procuring the requested goods or services.
- Serve as Secretariat for the SCM Committees and prepare the necessary submissions ahead of the meetings.
- Participate on the closing and recording of bids.
- Communicate with the service providers for the bid outcomes.
- Maintain accurate and safekeeping of all the SCM records.

- Retrieve and prepare the required information for audit and ensure all the required information is submitted for audit and received back for record keeping.
- Confirm accuracy of invoices with the purchase orders and submit to Finance for processing.
- Assists in asset verification process and barcoding of new assets.
- Perform other ad-hoc related requests.
- Compile and submit the monthly and quarterly reports.
- Attend to any other request from the CFO.

**Behavioural Attributes:**

The potential suitable candidate must be a strategic and creative thinker, passionate about service delivery, be able to thrive under pressure. The candidate must be able to display compassion towards members of the public and complainants and have an open-door policy. Energetic, outcomes and deadlines driven attributes are essential. An influential team player, great communicator, with high levels of integrity and professionalism.

**Remuneration:** OPFA offers market related remuneration commensurate to the successful candidate's skills and experience.

**Interested persons may submit applications, inclusive of academic qualifications and CV to [careers@pfa.org.za](mailto:careers@pfa.org.za). Closing date for applications is 18 December 2023.**

**The OPFA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.**

**The OPFA is an equal opportunity employer and as such, preference will be given to candidates from the designated groups in line with the organisation's employment equity plan. [Persons living with disability are highly encouraged to apply.](#)**

**By completing your details and submitting your application, you consent to OPFA processing your personal information.**