



St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

FINANCE DEPARTMENT 2025 Procurement Intern

The St Stithians College Finance Department welcomes applications for the above-mentioned position, which will be available immediately until **15 December 2025**. The role requires passion, commitment, innovative thinking, and high levels of integrity.

Your talent and positive mental attitude mean you can deliver on the following responsibilities as Procurement Intern:

- Supplier Onboarding
- Facilitate the onboarding of new suppliers in alignment with the established standard operating procedures (SOPs)
- Provide support to ensure all necessary documentation and requirements are met during the onboarding process
- Assistance in obtaining vendor registration documents
- Supplier creation
- Generate vendor codes in the Accpac system accurately and promptly
- Notify the Accounts Payable (AP) team to create the required CDIs
- Notify Fraxion user once the vendor code is available
- BEE, Tax, and LOG Certificate Collection
- Proactively collect updated Broad-Based Black Economic Empowerment (BEE), Tax, and Letter of Good Standing (LOG) certificates from suppliers daily
- Submit the collected certificates to the Procurement Assistant for data capturing and record management
- Contract Register Management
- Regularly update and maintain the contract register to ensure it reflects current and accurate information
- Organize and securely file all contracts and related documentation for easy retrieval and audit purposes
- Administrative Support
- Provide day-to-day administrative assistance for the procurement team, including managing correspondence and scheduling meetings
- Actively participate in cross-functional meetings to offer procurement insights and support ongoing projects and initiatives



Key requirements for this position include:

- Supply Chain Management BCOM or CIPS Level 3 or 4 Diploma required.
- No procurement work experience is required
- Strong analytical, organizational, and communication skills
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Familiarity with procurement software or ERP systems is advantageous
- Ability to work independently and collaboratively in a team environment
- Attention to detail and commitment to accuracy
- South African Citizen
- No criminal record and sexual offender's clearance certificate

To apply please click on the following link before the closing date of **13 April 2025**

<https://stithian.mcidirecthire.com/internship/external/currentopportunities>

Applications received via email will not be considered. Applications must be done via the above link only.

St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa www.stithian.com

The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration.

Only short-listed candidates will be contacted.

St Stithians College, in line with POPIA (Protection of Personal Information Act (POPIA)) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer