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National Credit Regulator (NCR): Procurement Internships (2026 / 2027) New Application

Description

We are seeking a dynamic and motivated individual to join our team as a Procurement Intern. This internship offers a valuable opportunity to gain hands-on experience and insight into the procurement processes within a regulatory body.

Responsibilities

- Assisting the procurement team in sourcing and acquiring goods and services required by the National Credit Regulator.
- Supporting in the preparation of procurement documents, such as requests for proposals (RFPs), invitations to bid (ITBs), and requests for quotations (RFQs).
- Conducting market research to identify potential suppliers, comparing prices, and evaluating product quality.
- Assisting in the evaluation of bids and proposals and ensuring compliance with procurement policies and procedures.
- Collaborating with various departments to understand their procurement needs and providing support as required.
- Maintaining accurate records of procurement activities, contracts, and vendor information.
- Participating in meetings, workshops, or training sessions related to procurement processes.

Qualifications

- Currently pursuing or recently completed a degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- Strong analytical skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Ability to work both independently and collaboratively within a team.
- Eagerness to learn and contribute positively to the procurement function.

Job Benefits

- **Learning and Development Opportunities:** Access to mentorship, training programs, and workshops aimed at enhancing skills in procurement, supply chain management, and other relevant areas.
- **Professional Networking:** Opportunities to network and establish connections with professionals in the field, including exposure to industry events and conferences.
- **Real-world Experience:** Hands-on experience in a regulatory environment, working on procurement processes, vendor management, and compliance procedures.
- **Feedback and Guidance:** Regular feedback sessions and guidance from experienced professionals to aid in skill development and career growth.
- **Potential for Career Advancement:** Possibility of consideration for future

Hiring organization

National Credit Regulator

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Midrand, Gauteng, South Africa,
1685, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

April 30, 2026

Valid through

14.02.2028

employment opportunities within the National Credit Regulator based on performance during the internship.

- **Exposure to Diverse Projects:** Involvement in various projects and initiatives within the procurement department, providing exposure to different aspects of procurement practices.
- **Flexible Work Environment:** Opportunities to work in a flexible and supportive work environment that encourages innovation and creativity.
- **Stipend or Allowance:** Potential financial support such as a stipend or allowance to assist with expenses during the internship period.
- **Access to Resources:** Access to resources, databases, and tools necessary to perform tasks effectively and efficiently.
- **Certificate or Letter of Recommendation:** Upon successful completion of the internship, interns may receive a certificate or a letter of recommendation acknowledging their contributions and achievements during the internship.

Contacts

- **Prepare Application Materials:** Ensure that you have your updated resume/CV and a well-crafted cover letter that highlights your interest in the internship, relevant skills, and qualifications.
- **Review Job Description:** Carefully read through the job description provided by the National Credit Regulator to understand the key responsibilities and requirements for the position.
- **Compose Cover Letter:** Draft a cover letter that specifically addresses your interest in the Procurement Internship position. Highlight your relevant educational background, skills, and any prior experience or coursework related to procurement or supply chain management.
- **Update Resume/CV:** Tailor your resume/CV to emphasize relevant coursework, projects, internships, or any experiences that showcase your abilities and suitability for the internship.
- **Submit Application:** Send your application materials via the designated method provided by the National Credit Regulator. This could involve emailing your documents to a specified email address, filling out an online application form, or following any other application instructions mentioned in the job posting.
- **Follow-up:** After submitting your application, you might consider following up with the HR department or the designated contact person at the National Credit Regulator to express your interest and inquire about the status of your application.