

## **ADVERTISEMENT**

### **INTERNSHIP: OUTBOUND LOGISTICS AND ADMINISTRATION** **ASSISTANT CMM (24 MONTHS)**

**Salary Range R 6 758 – R 8 878 per month (differentiated according to level of qualification)**

#### **Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

#### **The Position**

The purpose of the internship is to provide a graduate with practical workplace exposure in laboratory administration, outbound logistics and related operational support.

The intern will support the CMMM Analytical and Material Sciences team, including related projects within the Green Economies, Agrifood and Quality of Life programmes. The intern will also assist with day-to-day laboratory administration, financial administration and logistics activities, contributing to the timely delivery of products and services and customer satisfaction.

#### **Requirements:**

- Grade 12 with a Degree or Advanced Diploma in Business Administration or Logistics Management.
- Post graduate qualification in the relevant field will be an advantage.
- Must have strong Microsoft Excel and Word skills.
- Must have excellent verbal and written communication skills.
- Ability to work independently, be detail-oriented and organized.
- Ability to manage time effectively and meet multiple competing deadlines.
- Prioritization skills.
- Professional conduct is required at all times, when dealing with customers (both internal, external) and suppliers.
- No prior internship or work experience is required.

#### **Responsibilities:**

- Assist with updating financial systems, e.g. spreadsheets to monitor operational spending, assist with sourcing quotations, specifications and follow-up on delivery of items.
- Assist with logistics of NMISA PT schemes, PRGMs and RM sales. Quoting, packaging, couriering with all the necessary paperwork (Safety Data Sheets (SDSs), legal permits and commercial invoice, including invoicing.
- Assist with managing and monitoring inventory of all NMISA reference materials (monthly) and related SDS and Certificates of Analysis, uploading to inventory management system.

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*Board Members: Prof Andrew Buffler, Mr Gerhard Fourie, Prof Lorna Benita Holtman, Dr Charl Wynand Louw, Dr Precious Gugulethu Motshwene, Dr Mbulelo Geoffrey Nokwe, Ms Sara Natalia Prins, Dr James Tshilongo, Dr Alufelwi Maxwell Tshavhungwe*

- Assist with managing chemicals in storage areas, inventory and assist with timely re-ordering of supplies (consumables, gases, solvents).
- Assist with NMISA cylinder inventory, reference material inventory and EBA equipment inventory management.
- Assist with paperwork relating to outbound logistics and internal procurement processes and updating MS Excel spreadsheets to facilitate monitoring of operational spend.
- Assist with record keeping and maintenance of documentation relating to NMISA products for shipping.
- Assist with any additional tasks reasonably in line with this position.

#### **Person Specification:**

- Being attentive to detail and meticulous with documentation, record keeping and reporting.
- Having a strong need for compliance to ensure strict adherence to relevant policies, procedures and safety regulations relating to outbound logistics, within the laboratory environment and the organization.
- Independence and pro-activeness in order to plan and direct own work activities and meet the full requirements of the position at an acceptable level.
- Analytical thinking and reasoning ability to address customer problems.
- A customer service orientation.
- Ability to work within a team.

#### **Please note:**

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA is focused on recruiting the following candidates in order of preference: Coloured, African, Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV in PDF only, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

People with disabilities are encouraged to apply.

Closing date for applications: **04 June 2026**

Correspondence will be limited to short-listed candidates only.

By applying for this position at the NMISA, the applicant understands, consents and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.