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Omnia Procurement Graduate Internship Programme 2026 / 2027

Hiring organization
Omnia

Employment Type
Intern

Duration of employment
12-months

Industry
Business Consulting and Services

Job Location
Johannesburg, South Africa

Working Hours
09

Date posted
July 3, 2026

Valid through
03.07.2029

Description

Omnia is inviting applications for its Procurement Graduate Internship Programme 2026 / 2027. This programme offers recent graduates an opportunity to gain practical experience within the Procurement and Supply Chain team while developing essential skills in strategic sourcing, category management, procurement governance, supplier relationship management, and contract administration.Successful candidates will work alongside experienced procurement professionals, supporting sourcing strategies, procurement processes, spend analysis, supplier management, and cross-functional projects that contribute to business success.

What You Will Gain Exposure To

- Strategic sourcing methodologies
- Category management practices
- Supplier relationship management
- Contract management processes
- Procurement governance and compliance
- Spend analysis and Total Cost of Ownership (TCO) principles
- Cross-functional stakeholder engagement and project participation

Key Responsibilities

Procurement Analysis & Reporting

- Assist with collecting, cleansing, and analysing spend data.
- Support procurement reporting and category analysis activities.
- Conduct market research and supplier benchmarking.
- Monitor pricing trends and market developments.
- Identify opportunities for cost savings and process improvements.
- Assist in preparing sourcing and category management reports.

Sourcing & Procurement Support

- Provide administrative support for sourcing events, RFQs, RFPs, and tenders.
- Assist with supplier onboarding processes and documentation.
- Support the evaluation and comparison of supplier quotations.
- Coordinate procurement meetings and stakeholder engagements.
- Maintain procurement records, supplier information, and sourcing databases.
- Assist Category Managers with contract administration and supplier communications.

Governance & Compliance

- Ensure procurement documentation is maintained accurately.

- Support compliance with procurement policies, procedures, and delegated authorities.
- Assist in tracking procurement savings and sourcing outcomes.
- Monitor contract expiry dates and maintain contract registers.
- Support internal audit and compliance activities when required.

Stakeholder Collaboration

- Build productive relationships with internal stakeholders and suppliers.
- Provide administrative and analytical support to Category Managers and Procurement Leads.
- Participate in cross-functional projects and continuous improvement initiatives.
- Develop an understanding of stakeholder procurement requirements and business needs.

Minimum Requirements

Applicants should possess a Bachelor's Degree in one of the following fields:

- Commerce
- Supply Chain
- Engineering
- Business
- Operations Management
- Business Process Management
- Analytics
- Information Technology
- Or a related discipline

Required Skills and Competencies

- Strong analytical and numerical skills
- Proficiency in Microsoft Excel and Microsoft Office
- Basic understanding of procurement and supply chain principles
- Report writing and data analysis skills
- Excellent attention to detail
- Strong administrative capabilities
- Learning agility and curiosity
- Effective communication and interpersonal skills
- Ability to work collaboratively within a team
- Continuous improvement mindset
- Strong planning and organisational skills
- High level of integrity and commitment to governance and compliance
- Ability to manage multiple tasks and meet deadlines

Why Join Omnia?

This graduate programme provides an excellent opportunity to launch a career in procurement and supply chain management. Participants will receive practical exposure to industry best practices while working with experienced professionals on meaningful projects that contribute to organisational success.

How to Apply

Applications are submitted online via the Omnia Careers portal.

Apply here: