



<https://jobzfrica.co.za/job/tsebo-group-internships/>

Tsebo Group: Procurement / Finance Internships Latest Opportunities 2026/27

Description

Tsebo Group is offering an exciting opportunity for a motivated and enthusiastic individual to join our team as a Procurement / Finance Intern. This internship will provide hands-on experience and exposure to the dynamic worlds of procurement and finance within a corporate environment. The selected candidate will work closely with our experienced professionals, gaining valuable insight and practical skills that will contribute to their professional development.

Responsibilities

- Assist in procurement activities such as vendor management, sourcing, and supplier negotiations.
- Support the finance team in various tasks, including budgeting, financial analysis, and reporting.
- Collaborate with cross-functional teams to streamline processes and improve efficiency.
- Contribute to data collection, analysis, and documentation for procurement and finance projects.
- Participate in meetings, presentations, and other learning opportunities to enhance knowledge in the field.

Qualifications

- Currently pursuing or recently graduated with a degree in Finance, Business Administration, Supply Chain Management, or a related field.
- Strong analytical skills with proficiency in Microsoft Excel and other relevant software.
- Excellent communication and interpersonal skills.
- Eagerness to learn, adaptability, and a proactive approach to tasks.
- Ability to work collaboratively in a team environment and take initiative when necessary.
- Prior internship experience in procurement or finance is a plus.

Job Benefits

- Hands-on experience in a reputable company within the facilities management industry.
- Mentorship and guidance from experienced professionals.
- Exposure to various facets of procurement and finance operations.
- Networking opportunities within the organization.
- Potential for career growth and development based on performance.

Contacts

- **Prepare Your Application Documents:** Update your resume/CV to highlight relevant education, skills, and any previous experience related to finance, procurement, or business administration. Additionally, craft a

Hiring organization

Tsebo Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Facilities Services

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

June 18, 2026

Valid through

14.02.2028

compelling cover letter expressing your interest in the internship and explaining how your skills align with the position.

- **Review the Job Description:** Take a careful look at the job description to ensure you understand the requirements and responsibilities of the internship.
- **Submission Method:** Determine the preferred method of application submission. This information is often included in the job posting or can be obtained by contacting the company directly. If there's an email address provided, you can send your application documents there. If there's an online application portal, follow the instructions to submit your application through that platform.
- **Compose an Email/Application:** If applying via email, address the recipient using a professional salutation (e.g., "Dear Hiring Manager" or the specified contact person if mentioned in the job posting). In the body of the email, briefly introduce yourself, express your interest in the internship, and mention the attached resume and cover letter. Be concise yet informative.
- **Attach Documents:** Attach your resume and cover letter to the email as separate documents. Ensure that they are saved in a compatible format (PDF is often preferred) and have clear file names.
- **Proofread and Review:** Before sending your application, proofread both your resume and cover letter to eliminate any errors or typos. Check for accuracy and relevancy of information provided.
- **Submit Your Application:** Send your application to the designated email address or through the specified application portal. Double-check that all necessary documents are included before sending.
- **Follow-Up:** Consider following up on your application after a reasonable period, typically a week or two if no response is received. A polite email inquiring about the status of your application demonstrates your continued interest in the position.