



SOURCING SPECIALIST

A vacancy exists for a Sourcing Specialist at South African Tourism's Head office in Sandton. This position reports to the Supply Chain and Asset Management Business Unit. If you possess the required skills, experience and you are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY OUTPUTS

- Apply cost effectiveness principles in planning and delivery to contribute to achievement of divisional financial targets and own cost reduction targets/policies to implement/contracts to review and approve
- Implement sourcing plans to assure orders meet specified quality and delivery times, and minimise the total cost of purchases
- Manage tender management and Request for Quotation process from end to end
- Provide advisory service to business units in the development of terms of reference (TOR) during specification meetings
- Securely files all procurement documentation for safekeeping and clear audit trails
- Review supplier contracts against expected service agreements.
- Ensure services and products provided to SA Tourism contribute to improving business objectives and relationship with external suppliers and stakeholders
- Provide informed input to business on the number of suppliers / contracts, expiry dates as well as market analysis on products and suppliers as part of strategic sourcing and procurement function
- Manage Supplier relationships by establishing and maintaining rapport with all levels of supplier personnel and internal customers
- Create and maintain an up to date, visible and accessible repository of procurement contract information indicating vendor, contract value, goods or services for which the contract exists; as well as flags indicating upcoming contract renewal or termination
- Prepare and administer correspondence and contract documentation throughout the life cycle of a contract, including termination and contract closeout activities
- Ensure adherence to PFMA SCM policy and legislative requirements
- Partner with business from a procurement perspective to conduct negotiation, research, investigation to understand commercial and procurement business requirements
- Advise business on contracting options, terms and conditions to ensure optimal procurement contractual terms for the SA Tourism.
- Support internal stakeholders in achieving their procurement business results through appropriate engagement with relevant vendors
- Communicate contract negotiations, request for proposals, reports etc. deadlines as agreed with business and estimated completion dates to all stakeholders through collaborative on-going communication
- Respond to requests for relevant information, quotations, proposals, and bidding processes to meet stakeholder needs
- Negotiate with relevant suppliers to meet quality, delivery and cost objectives of SA Tourism



- Negotiate contracts with suppliers on behalf of business and drive contract development process in coordination with the Head of Finance and Legal Business Unit
- Establish supplier database in conformance with guidance from the SCM and Asset Management to create supplier segmentation based on spend and risk

QUALIFICATIONS AND EXPERIENCE

- Diploma, BCom Degree or equivalent in finance, purchasing, supply chain management or procurement
- Minimum of 3 years' relevant experience in purchasing, supply chain management or procurement
- Computer proficiency in Microsoft Office products

KNOWLEDGE AND UNDERSTANDING OF

- Knowledge and understanding of Government procurement regulations, PFMA, Treasury Regulations and other relevant legislation
- Ability to manage tender management process from end to end
- Ability to interpret and execute policy directives and procedures
- Knowledge and understanding of procurement processes and reporting requirements
- ERP System: ORACLE

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : **Wednesday, 09 March 2022**

No late applications will be accepted.

Should you have not heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.