



*Inspiring new ways*

## **HEAD - SUPPLY CHAIN & ASSET MANAGEMENT**

An exciting opportunity exists at our Head Office in Sandton, to join our Finance business unit as Head: Supply Chain and Asset Management reporting to the Chief Financial Officer (CFO). We invite applications from individuals who possess the required skills and experience.

### **Purpose of the Role**

To develop Supply Chain Management (SCM) strategies in alignment to overall SA Tourism strategy and input to overall SA Tourism strategy; provide direction in the implementation of SCM services ( tender management, SCM compliance management, vendor management), including global end-to-end SCM lifecycle management process country office support and fruitless and wasteful prevention.

### **Key Performance Areas:**

#### **Develop Supply Chain Management Strategy, Implement and Monitor the execution of SCM strategy**

- Develop the overall SCM strategy in line with overall SA Tourism strategy and compliant with legislation. The strategy to include SCM global shared services (SCM services), Organisational SCM compliance;
- Engage with stakeholders to develop and gain commitment to the SCM strategy;
- Provide input to the SA Tourism annual business plan and funding requirements;
- Develop and implement an annual plan for SCM that supports the achievement of the overall SA Tourism objectives.

#### **Strategy Planning and Execution**

- Provide advice and guidance into the Supply Chain Management (SCM) aspect of the SA Tourism's strategic plan and Annual Performance Plan (APP) and ensure translation into the SCM business unit's annual operational plan;
- Oversee and manage the development and implementation of business unit operational plans for SA Tourism from a SCM perspective;
- Measure and monitor achievement of strategic objectives of the business unit and take corrective actions where required.

#### **Procurement and Administration**

- Ensure an open and transparent pre-qualification process for tenders and bids;
- Implement measures that facilitate a competitive bidding process in which only qualified parties may participate;
- Oversee the handling of bid documentation, advertise of and invitations for contracts.
- Manage the procedures and mechanisms for opening, registering, recording and evaluation of bids;

- Ensure effective screening and security clearances for prospective contractors where required;
- Implement measures to combat fraud, corruption and unfair practices;
- Promote ethical practices;
- Review all documentation prior to attending bid committee meetings;
- Ensure correctness and completeness of documentation;
- Make recommendations to the Bid Adjudication Committee (BAC);
- Present Bid Evaluation Committee (BEC) recommendations to BAC;
- Ensure that all correct processes are followed during Bid Committee meetings in terms of regulations e.g. transparency etc;
- Give support to the BAC Chair person, from the SCM perspective;
- Keep accurate register of tender number allocations;
- Keep and maintain records of all tenders issued;
- Oversee the drafting of appointment letters to winning bidders;
- Manage and maintain contract life cycle on contract management system;
- Coordinate procurement across all business units;
- Prepare quarterly B-BBEE spend report;
- Suppliers are registered on National Treasury Centralised Supplier Database (CSD) before any procurement related activity commences;
- The CSD be utilised as the single and only list of prospective suppliers;
- To avoid any accusations of favouritism, quotations for the required goods/services are obtained from all potential suppliers in the specific category or on a rotation basis from various suppliers. Where this is not possible, each case is dealt with on its own merits;
- Ensure that no Purchase orders are issued and approved for suppliers who are not registered on CSD or SAT's manual supplier database;
- Provide reports and statistics on SA Tourism's procurement as and when required;
- Facilitate the assessment of the procurement pillar for SA Tourism's annual B-BBEE assessment.

#### **Travel and Logistics Management**

- Develop and maintain subsistence and travel policy in line with norms and standards as prescribed by The National Treasury and align and manage procurement of travel according to best practices;
- Ensure SAT contracts with reputable TMC's to deliver on all travel requirements including corporate travel and hosting of foreign trade and media (hosted buyers);
- Manage service level agreements with TMC's and ensure that deliverables are within agreed services levels;
- Regular status meetings with TMC's to address any inefficiencies and implement remedial actions;
- Analyse Management Information Reports (MIS) and make available to senior management;
- Devise and implement efficiencies to improve booking behaviours to maximise cost efficiencies;
- Ensure travel and accommodation is booked within the confines of related policies, procedures and cost containment measures issued by National Treasury;
- Assist with resolving complex travel related queries with Travel Management Consultant (TMC);
- Coordinate procurement of travel across the business;
- Manage debtors' books and travel lodge cards held by TMC's to ensure payment of invoices are within agreed payment terms;
- Ensure forex is arranged for all international travel;
- Ensure SAT contracts with reputable Logistics management agencies to provide warehousing and courier services;

- Manage service level agreements with Logistic Management Companies and ensure that deliverables are within agreed services levels;
- Analyse KPI reports and have regular status meetings with Logistic Management Companies to address any inefficiencies and implement remedial actions;
- Devise and implement efficiencies to improve distribution of marketing material to maximise cost effectiveness;
- Manage stock levels in warehouses and do obsolescence planning;
- Consolidate stock lists of all SAT warehouses and monitor efficiencies of stock distribution (based on marketing distribution plans);
- Ensure receiving and distribution of collateral are with agreed services level agreements;
- Obsolescence planning;
- Maintaining a data base of redundant material;
- Inspecting material for potential re-use;
- Determining a disposal strategy;
- Executing the physical disposal process;
- Reviewing and managing vendor performance.

#### **Oversee the process of document management**

- Develop the document management policies, procedures and processes related to SCM and contract lifecycle management;
- Ensure that document management system is aligned to business requirements, and is supported by ICT Infrastructure;
- Keep and maintain records of all tenders and responses;
- Ongoing updates to files with new / updated information;
- Ensure proper filing and safekeeping of all requests for disposal documentation for assets and obsolete marketing material.

#### **Monitoring and Reporting**

- Organise and maintain the regular service level review process with service providers which covers:
  - Reviewing current performance;
  - Reviewing service levels and targets (where necessary);
  - Reviewing underpinning agreements as necessary;
  - Agreeing on appropriate actions to maintain/improve service levels;
  - Developing an effective supplier performance management system;
  - Defining key suppliers in the supply base.
- Ensure the effective implementation of supply chain management legislation, policies, procedures and regulations;
- Provide monthly reports to the CFO on all bids awarded, together with any deviations on supply chain procedures;
- Compile reports documenting the adherence of business units to SCM policies and procedures;
- Provide regular reporting of end-to-end bidding process to include key deviations;
- Consolidate annual procurement plans across business and report to National Treasury as required;
- Consolidate cost containment plans across business;
- Facilitate completion of an annual consultancy reduction plan;
- Compliance reporting on annual procurement plans to National Treasury;
- Compliance reporting on annual cost containment plans to National Treasury;
- Compliance reporting on all deviations from normal bidding processes to National Treasury.

**Capital Expenditure**

- Ensure that all capital expenditure is correctly accounted in the appropriate general ledger accounts;
- Confirm that all the correct documentation is available for the processing of payments to service providers.

**Participate as an active member of the SA Tourism leadership team**

- Operate within delegated authorisations;
- Adhere at all times to the values of SA Tourism;
- Prepare monthly reports and make presentations as required;
- Actively participate in management and bid committees;
- Positively support the implementation of all management decisions.

**Qualifications and Experience**

- Post Graduate Degree in Supply Chain Management or related field;
- Master's Degree in Supply Chain Management or related field (advantageous);
- 8 - 10 years in Supply Chain Management or related field, of which 5 years should be in a middle or senior management position;
- Previous experience in managing SCM department / function is essential;
- Knowledge of global best procurement practices.

**Professional Certification and Membership**

- Relevant Professional registration will be an added advantage.

**Knowledge and understanding of:**

- Knowledge of relevant legislation and regulatory requirements i.e. PFMA, Treasury Regulations and Frameworks on performance information and strategic plans as well as government priorities and imperatives;
- Knowledge of the King Principles.

**Skills and Competency Requirements:**

- Ability to plan, prioritise and time manage activities.
- Superior verbal and written communication skills. Fluency in English, additional languages an advantage.
- Computer literacy in all Microsoft applications including Word, Excel, Power Point and CRM database experience.

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Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **22 April 2022**

**No late applications will be accepted.**

Should you not hear from us within two (2) weeks after closing date, kindly consider your application unsuccessful.