



Inspiring new ways

LOGISTICS MANAGEMENT OFFICER X2
Fixed Term Contract (06 months)

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

Purpose of the Role

Responsible for maintaining reconciliations for debtors' books and travel lodge cards held by the TMC's and follow up on long outstanding invoices or queries

Key Performance Areas:

Manage operations to achieve planned outcomes

- Ensure that Supply Chain Management procedures are followed in Logistical Services Orders on an ongoing basis.
- Ensure that all logistics management documentation adheres to provisioning rules and regulations on a permanent basis.
- Assess existing logistics operations systems and advise on corrective measures to be undertaken.
- Ensure the implementation, monitoring, and evaluation of new initiatives and procedures related to logistics.
- Ensure timely processing of delivery services invoices.
- Review monthly statistics.
- Provide technical and operational support and advice on the application of logistics management best practices, systems, and procedures
- Check the accuracy and compliance of invoices and supporting documents submitted for processing
- Coordinate procurement of travel across the business. Maintain debtors' books and travel lodge cards held by TMCs to ensure payment of invoices are within agreed payment terms.
- Devise and implement efficiencies to improve booking behaviours to maximise cost efficiencies
- Ensure SAT contracts with reputable Travel Management Companies (TMCs) to deliver on all travel requirements including corporate travel and hosting of foreign trade and media (hosted buyers)
- Maintain reconciliations for debtors' books and travel lodge cards held by the TMC's and follow up on long outstanding invoices

Stakeholder Engagement and Communication

- To build and maintain good relationships with external stakeholders in order to ensure the organisation's interests are adequately represented regarding inter-agency logistics activities.
- Deal with suppliers on a daily basis.
- Engage with the Supply Chain Management Compliance Lead and other business unit heads to provide logistics advisory support.
- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with business heads, trade and broader industry/sector players, and the world.

Qualifications and Experience:

- A Tertiary Qualification: Diploma in Logistics / Travel /Finance Management or equivalent.
- Minimum 2 years' experience in Logistic/Finance/ Travel Management

Knowledge and Understanding of:

- Knowledge and understanding of Government procurement regulations, PFMA, Treasury Regulations and other relevant legislation
- Ability to implement and follow governance and compliance procedures
- Knowledge and understanding of procurement processes and reporting requirements
- ERP System: ORACLE

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, PowerPoint etc.

Visit us @ www.southafrica.net

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

Closing date : 23 February 2023

No late applications will be accepted.

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful.