



SOUTH AFRICAN TOURISM

SOURCING SPECIALIST

Fixed Term Contract (12 months)

A vacancy exists for a Sourcing Specialist at South African Tourism's Head office in Sandton. This position reports to the Sourcing Manager in 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.

Purpose of the Role

Responsible for sourcing and negotiating works, goods, services, and/or pricing from vendors. Evaluate vendor quotes and tenders for goods and/or services to determine the acceptable supplier (s) at the right price and quality.

KEY OUTPUTS

Supply Chain Operations

- Apply cost-effectiveness principles in planning and delivery to contribute to the achievement of divisional financial targets and own cost reduction targets/policies to implement/contracts to review and approve
- Implement sourcing plans to ensure 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 relationships 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
- Exercise audit control, including assisting with formulating responses to audit findings, engaging with AGSA, Internal Audit on SCM matters during audit

Procurement and Administration

- 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
- Partner with business from a procurement perspective to conduct negotiation, research, and investigation to understand commercial and procurement business requirements
- Advise business on contracting options, terms, and conditions to ensure optimal procurement contractual terms for SA Tourism.
- Support internal stakeholders in achieving their procurement business results through appropriate engagement with relevant vendors

Vendor management and contract administration

- Communicate contract negotiations, requests 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
- Review overall performance of a supplier performance in collaboration with the project leader.

QUALIFICATIONS AND EXPERIENCE

- A Tertiary Qualification: Bachelor's Degree in Supply Chain Management / Purchasing / Logistics Management or equivalent is essential.
- At least 4 years' experience in Supply Chain Management/Purchasing / Logistics Management or related field
- Risk and/audit background experience will be an added advantage
- Ability to manage tender management process from end to end
- Compliance with policies in line with relevant legislation and regulatory requirements namely PFMA, Treasury Regulations, and Frameworks

KNOWLEDGE AND UNDERSTANDING OF

- Knowledge and understanding of Government procurement regulations, and other relevant legislation
- 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 : 17 June 2025

No late applications will be accepted.

Important note:

People with disabilities are encouraged to apply. Due to the 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.