



SOUTH AFRICAN TOURISM

SCM COMPLIANCE MANAGER

A vacancy exists for a SCM Compliance Manager at South African Tourism's Head office in Sandton. This position reports to the Head: Supply Chain & Asset Management 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

To provide oversight for the compliance of SA Tourism staff to procurement policies and procedures management.

KEY OUTPUTS

Compliance Strategy, Policy Development and Management

- Develop and oversee the execution of the SCM compliance monitoring plans
- Develop effective systems and standards for monitoring SCM performance and compliance annually.
- Contribute to the development, management and oversight of the adherence to SCM compliance frameworks, business processes, policies, procedures and systems that manage business operations.
- Design Supply Chain Management Risk Management and Fraud Prevention strategy.
- Manage the handling and resolving of queries related to Supply Chain Management practices and procedures.
- Interact with clients for improved service delivery daily.
- Measure customer satisfaction at all times.
- Assure sustained workflow and document control daily.
- Comply with Public Finance Management Act, Treasury Regulations.

Bid Specification Compliance Monitoring

- Monitor administrative processes and/or issues during preparations and presentation of bids; actively taking part on the BID Specifications Committee and providing advice on whether to buy or lease.
- Apply correct financial insight to the benefits that the organisation will attain, given the period that re-tendering will be done.
- Ensure that specifications are thoroughly compiled, with the full outline of benefits the organisation will be getting after the purchase, as well as after sales services like maintenance and/or upgrades where applicable.
- Manage advertising and briefing sessions on approval of specifications, ensuring that bidders have access to relevant information they may need.
- Ensure pre-evaluation of tenders in accordance with policies and procedures of the organisation.
- Ensure that end-to-end bidding process complies with legislative policies and practices.

Tender Management Compliance Support

- Monitor compliance to tender procedures including objections.
- Receive all tender related objections from external sources.
- Keep and maintain a record in the prescribed format of all objections.
- Oversee adherence to policies and procedures that deal with the relevant management and record resolution of issues.
- Send out notifications to advise on expirations of compliance documents.
- Maintain records of objections resolution outcomes against compliance framework and procedures to manage deviations.
- Communicate outcome of the tender awards to all bidders.
- Publish tender awards on SAT website, government tender bulletin and e-tender portal.

Compliance Reporting

- 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.

SCM Compliance Resource Management and Operational Support

- Approve all purchase orders generated by sourcing leads after verifying compliance to SCM policies and procedures.
- Monitor active POs and open commitments to ensure timely fulfilment by suppliers.
- Develop, manage and monitor the execution of the SCM compliance business unit operational plan against set targets and KPIs.
- Ensure sufficient capacity and information is provided to staff within the business unit to achieve set performance objectives.
- Manage the performance of employees in accordance with organisational policy.
- Motivate team members and create a culture of high performance.
- Manage employee-related matters within the business unit, including travel and logistics matters
- Oversee warehouse stock control, inventory auditing, and storage facilities dispatching, and asset management practices strictly align with SCM policy and PFMA guidelines
- Provide oversight and management of compliance to Capital Expenditure policies and procedures.

People Management

- Manage business unit performance against set target, KPI's and metrics in area of responsibility.
- Define, cascade and monitor business and people performance objectives in area of responsibility.
- Evaluate business unit performance against targets in area of responsibility.

QUALIFICATIONS AND EXPERIENCE

- A Tertiary Qualification: Bachelor's Degree in Supply Chain Management / Purchasing / Logistics Management or equivalent relevant qualification is essential.
- At least 8 years' experience in Supply Chain Management/Purchasing / Logistics Management or related field. Previous experience in managing an SCM department/function will be an added advantage.
- 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
- Government priorities and imperatives.
- Performance monitoring, evaluation, and reporting frameworks, systems, and processes.
- Relevant legislation and regulatory requirements, namely PFMA, Treasury Regulations, and Frameworks on performance information and strategic plans.
- Communications and information management legislative requirements.
- All Public Service systems

Visit us @ www.southafrica.net

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

Closing date : 27 August 2026

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.