



SOURCING MANAGER

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

Purpose of the Role

The Sourcing Manager oversees the Sourcing Specialists and is responsible for purchasing and negotiating works, goods and services from vendors. The role evaluates vendor quotes and services to determine the most suitable suppliers, and provides procurement policy and procedure guidance, tender management, vendor management, document management and record keeping, country office support and compliance with policy norms and standards, whilst mitigating irregular, fruitless and wasteful expenditure.

Key Performance Areas:

Policy formulation

- Provide input to new policy/amendments to existing policy and procedural guidelines while having regard for multitude of foreign laws and foreign policies which may impact implementation of policy.
- Assist in reviewing of SCM policies and procedures annually.
- Monitor and drive adherence to policies and procedures, in line with regulations, such as the PFMA, PPPFA, National Treasury Regulations and subsequent National Treasury Instructions, Practice Notes and Circulars whilst having regard for foreign laws and best practices in respective regions.
- Identify deficiencies in policy framework, procedural guidelines and work processes within SCM, and continuously recommend improvements to procurement business processes.
- Communicate changes to policy, procedures and work processes to staff and coach where required.
- Implement the Supply Chain Policy and Procedure at Head Office and in the international offices.
- Provide input to the design, implementation and maintenance of effective control systems to ensure compliance with policy norms and standards on a continuous basis.
- Identify opportunities to increase efficiencies and processes to support change management initiatives including B-BBEE.

Effective and efficient supply chain operations

- Facilitate the development, completion, monitoring, execution and evaluation of annual procurement plans including SCM performance targets, SCM KPIs/measurement metrics and reporting.
- Facilitate the development, completion, monitoring, execution and evaluation of annual cost containment plans and reporting on actual vs. the plan.
- Assist business units and international offices to achieve SCM targets on projects and procurement initiatives.
- Assist in determining whether supply chain practices are consistent with Government's broader policy focus.
- Conduct investigations as and when necessary to assess compliance with policy, norms and standards.
- Assist in evaluating cost-efficiency of Supply Chain Management and recommend improvement interventions to the SCM Lead.
- Provide continuous support and advice to staff on SCM matters.

Procurement and Administration

- Ensure an open and transparent pre-qualification process for tenders and bids is followed.
- Analyse, identify and recommend go-to-market strategy for procurement (procurement methodology).
- Establish the total cost of ownership of a particular type of asset, goods or services.
- Prevent the subdividing of requirements in order to avoid the invitation of formal competitive bids as per the monetary threshold values determined and prescribed by the National Treasury.
- Record the reasons for planning not to invite formal competitive bids and obtain approval in terms of the Delegation of Authority.
- Manage end to end procurement process and the sourcing team for effective supply chain management
- Report on applicable deviations and or variation on National Treasury Portal (s).
- Ensure that bid documentation is complete, including evaluation criteria.
- Evaluate bids in accordance with published criteria.
- Based on business need and when new needs arise, search for potential suppliers within preferred supplier lists and identify additional suppliers if not on preferred supplier lists through market analysis.
- Implement measures that facilitate a competitive bidding process in which only qualified parties may participate.
- Prepare recommendations for deviations from normal bidding processes based on justifiable reasons and source approval accordingly.
- Oversee the handling of bid documentation, advertising 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 to Promote ethical practices.
- Check and verify bidders' declarations of interest (SBD 4) against the CSD, CIPC records and other available sources, including directorships, shareholding and in-the-service-of-the-state status, before any award is recommended.
- Identify and verify any relationships between bidders and SA Tourism employees or their family members by cross-checking supplier directors against employee declarations of business interests and escalate any suspected undeclared conflict of interest to the SCM Lead.
- Ensure that all bid specification, evaluation and adjudication committee members, and SCM officials involved in a procurement sign a declaration of interest and confidentiality, and that any declared conflict is recorded and that the person concerned is recused.
- Re-check conflicts of interest before any contract award, extension, variation or payment.
- Compile all documentation for bid committee meetings.
- Ensure correctness and completeness of documentation.
- Make recommendations to the Bid Adjudication Committee (BAC) in consultation with the SCM Lead.
- Present Bid Evaluation Committee (BEC) recommendations to BAC in consultation with the SCM Lead.
- Draft appointment letters to winning bidders.
- Ensure that proper contract documents are signed where appropriate.
- Manage and maintain the contract life cycle on the contract management system.
- Coordinate procurement across Head Office and the international offices.
- Ensure suppliers are registered on the National Treasury Centralised Supplier Database (CSD) before any procurement-related activity commences.
- Ensure that quotations are invited from CSD-registered suppliers in the relevant commodity category on a fair rotation basis, and that any departure from this is recorded and justified.
- Ensure that no purchase orders are issued and approved for suppliers who are not registered on CSD or SA Tourism's manual supplier database.

Vendor management and administration

- Assess vendor capabilities and make recommendations on supplier acceptability.
- Liaise with stakeholders and suppliers for quotes.
- Create purchase orders for the purchasing of works, goods and services.
- Analyse and track supplier promise date of delivery.

- Manage all vendor information and ensure it is kept accurate and up to date on the supplier database.
- Facilitate the vendor quarterly performance reports with end users.
- Take responsibility for the integrity of all data in the vendor management system.
- Verify the following key information on the CSD for bids received:
 - Business registration, including details of directorship and membership;
 - Bank account holder information;
 - In-the-service-of-the-state status;
 - Tax compliance status;
 - B-BBEE status level;
 - Tender defaulting and restriction status;
 - Identity number;
 - Any additional and supplementary verification information communicated by the National Treasury.
- Ensure that no bid is awarded bid(s) to any supplier registered as a prospective supplier on the CSD who is identified as being a tender defaulter.
- Update and maintain manual database of prospective suppliers exempted from registration on National Treasury's Centralised Supplier Database (CSD) i.e. suppliers legally registered outside the borders of South Africa.
- Identify flaws in vendor management approaches, methods, procedures and processes and suggest improvements.
- Advise on all procurement and contract compliance matters, including dispute resolution.

Document management

- Provide input to the development of document management policies, procedures and processes related to SCM and contract lifecycle management.
- Keep and maintain records of all tenders and responses.
- Update files on an ongoing basis with new information.
- Ensure proper filing and safekeeping of all requests for disposal documentation for assets and obsolete marketing material.
- Assist in the preparation, compilation and maintenance of auditable records of the supplier information and registration process

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.
 - Assist with 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 SCM Lead for consolidation of all bids awarded, together with any deviations from supply chain procedures.
- Monitor vendor SCM performance, SCM contract compliance and resolve discrepancies.

Capital expenditure

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

Qualifications and Experience:

- A Tertiary Qualification: Postgraduate Degree (NQF level 8 or higher) in Supply Chain Management/ Purchasing/Finance Management or related equivalent.
- A minimum of 8 years' relevant experience, of which 3 to 5 years should be at middle or senior management level.
- Experience in supply chain management, innovation, business intelligence and reporting.

- Experience in the management of resources.
- Membership of a recognised professional body, such as CIPS, SAPICS etc will be an advantage.

Knowledge and Understanding of:

- Knowledge and understanding of public sector procurement legislation, including the PFMA, PPPFA, Treasury Regulations and other relevant legislation
- Ability to implement and follow governance and compliance procedures
- Knowledge and understanding of procurement processes and reporting requirements
- Knowledge of ethics, conflict-of-interest and anti-corruption requirements in public procurement
- ERP System: ORACLE

Skills and Competency Requirements:

- Ability to plan, prioritise and time-manage activities.
- Superior verbal and written communication skills.
- 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 : 16 October 2026

No late applications will be accepted.

Important note:

People with disabilities are encouraged to apply. Due to the large volume of applications we envisage receiving, only shortlisted candidates will be contacted. If you have not heard from us within four weeks after the closing date, kindly consider your application unsuccessful.

SA Tourism is an equal opportunity employer, and preference will be given to candidates whose appointment will advance its Employment Equity Plan.

Shortlisted candidates will be subject to background checks, including criminal record, credit, qualification and employment verification, and will be required to declare their business interests.

By submitting an application, candidates consent to SA Tourism processing their personal information for recruitment purposes, in line with the Protection of Personal Information Act, 2013 (POPIA).