



SPECIALIST: SOURCING

Status: Fixed-Term Contract (12 months)

Location: Nelspruit Office

Grade: C5

Reporting Line: Manager: Bid Management

Role Mandate

Provide support in the implementation and continuous improvement of SAFCOL's end to end sourcing operations, by analysing spending, proposing new possibilities, and participating the delivery of improvement strategies. To enable enhanced sourcing governance by ensuring segregation of duties.

Key Accountabilities

- Conduct geographic analyses of suppliers & monitor alignment to business requirements and objectives
- Identify opportunities for enhancing operational excellence and cost
- Develop best practice processes & works with other departments to enhance the SAGE X3 ERP process
- Coordinate competitive sourcing processes with internal stakeholders (e.g., RFI/RFP)
- Facilitate vendor agreements and contracts in partnership with Business and Legal Counsel
- Monitor major vendor performance with business unit relationship owners
- Ensure value for money & promotes cost saving measures
- Develop expertise & benchmarking knowledge of assigned categories & major vendors
- Collaborate & communicate with Manager: Bid Management to align financial commitments of all pre-approved budgets
- Advise & make recommendation on potential problems and solutions experienced by end users
- Monitor compliance with legal, contractual, financial, and commercial requirements by business departments
- Contribute to SAFCOL to achieve a clean administrative audit outcome, from a unit perspective
- Provide auditors with the required information on queries
- Produce timely status reports for strategic sourcing
- Monitor & manage or escalate risk related to strategic sourcing activities
- Conduct site visits, where required
- Develop & maintain effective working relationships with senior management, key stakeholders, and suppliers
- Proactively identify new potential suppliers in line with growth in the industry & actively drives and monitors the use of accredited suppliers

Minimum Requirements

- Diploma in SCM/Commerce/Accounting or equivalent (NQF 6) in SCM/Procurement or Logistics Management
- Professional Diploma Chartered Institute of Procurement & Supply (CIPS) will be an added advantage
- 3 – 5 years' Strategic Sourcing/ Acquisition/Sourcing & Procurement experience
- Advanced MS Office knowledge & experience, specifically in Excel
- Valid driver's license

Leadership Competencies

- Driving Change
- Operational Delivery
- Business Acumen
- Strategic/Innovative

Behavioural Competencies

- Planning & Organising
- Attention to Detail
- Results Driven
- Assertiveness
- Communication (Verbal & Written)

Technical Competencies

- Bid Management
- Analytical
- Strategic Sourcing
- Stakeholder & Supplier Management
- Governance, Compliance & Reporting

**SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.
Employment Equity will be taken into consideration in terms of all appointments within SAFCOL**

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only. Your information will not be used for any other position/purpose and will be disregarded after an offer has been made.

Interested qualified individuals can e-mail a concise CV with relevant copies of qualifications in confidence to:
Ms. Sandra van der Walt, Human Capital Practitioner, sandrarecruitment@safcol.co.za, contact number 082 079 1092

Closing date: 4 June 2026

Should you not have received a response within 30 days of the closing date, please consider your application unsuccessful.