



# Cricket South Africa

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## Strategic Procurement Officer

CSA (Cricket South Africa/Company) is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket.

A position for a **Strategic Procurement Officer** has become available. The successful candidate will be responsible for:

- a. overseeing and streamlining the procurement processes, making sure that Purchase Orders (POs) are approved and carried out efficiently and effectively.
- b. ensuring compliance with the SCM policy and maintains strong supplier relationships to optimise cost, quality, and delivery performance.
- c. planning, managing, and monitoring strategic procurement plans and driving supplier BEE initiatives, including intelligence reporting, data analysis, and end-to-end processes, to meet operational goals and improve service quality to enhance value in procurement.

The more important criterion for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing prospective candidates.

### **Key job duties/responsibilities:**

Key performance areas include but are not limited to the following:

#### **1. Assist in the Development of the Departmental Strategy**

- a) Contribute to the development of the Supply Chain Management Strategy for CSA.
- b) Contribute to the development of the business plan in conjunction with the Project Management Office (PMO).
- c) Implement Procurement Policies and procedures.
- d) Provide the business with proper training on all procurement policies and procedures.

#### **2. Procurement Management**

- a) Participate in tender committee meetings in line with the planned meeting schedule and ensure that:
  - i. packs are prepared.
  - ii. minutes are taken and signed off.
  - iii. reports are prepared for the adjudication.
  - iv. reports sent through to the relevant DOA for approval.
- b) Ensure that proper procurement is in place in terms of Requisitions and Purchase Orders.
- c) Assist in the review and approval of purchase requisitions and Purchase Orders (PO) in accordance with the company policies.
- d) Ensure all purchase orders align with procurement strategies, budgets and organisational needs.

- e) Verify the accuracy and completeness of purchase order documentation, including supplier details, cost, terms and delivery timelines.
- f) Check payments to chosen suppliers and ensure that approved tender amounts are not exceeded.

### **3. Coordinate and Facilitate Enterprise and Supplier Development**

- a) Facilitate the Supplier and Enterprise development.
- b) Work with the SCM Team to decide as to whether projects submitted are viable.
- c) Identify small businesses to participate in the cricket space.
- d) Facilitate meetings with suppliers and relevant parties.
- e) Monitor procurement spending to determine that the set target allocated per category (BBBEEE, Black Women Owned, Black Suppliers, Exempted Micro Enterprises (EME), Qualifying Small Enterprises (QSE)) are met.

### **4. Manage Stakeholder Relationships**

- a) Liaise with all departments in the organisation on the procurement plan received for the year and how this will be executed.
- b) Build and maintain relationships with suppliers and internal customers.
- c) Collaborate with internal teams to clarify specifications and requirements for purchase requests.
- d) Visit Internal Departments to audit the implementation of Procurement Policies and procedures.

### **5. Reporting**

- a) Compile quarterly reports including the number of suppliers, performance, progress and payments.
- b) Provide a report on progress towards BEE targets.
- c) Provide a report on the procurement spending.
- d) Prepare any other reports that may be required from time to time by Line Manager.

### **Essential requirements pertaining to the candidate's qualifications and experience:**

- a) A Bachelor's Degree in Procurement / SCM / Finance / Logistics / Business Management (NQF7) or equivalent qualification.
- b) An Honours Degree in Procurement / SCM / Finance / Logistics / Business Management Procurement/ Finance (NQF8) or equivalent qualification will be an advantage.
- c) A Project Management Certificate will be advantageous.
- d) A minimum of 7 years relevant working experience in the supply chain and vendor management environment. It is important to understand the classification of suppliers.
- e) 4 years of BEE experience with an understanding of the relevant legislation and frameworks.
- f) A code 8 driver's license.

### **In addition, the following competencies (skills and behavioural attributes) would be important:**

- a) Knowledge of Procurement and Financial management systems (Fraxion and Pastel Evolution knowledge would be a distinct advantage).
- b) Computer literacy.
- c) Advanced Microsoft Office (MS Word, Excel, PowerPoint).
- d) Excellent interpersonal skills.
- e) Prioritising and project management.
- f) Analytical skills.

- g) Attention to detail.
- h) Decisiveness.
- i) Coordination.
- j) Impeccable ethics.
- k) Business acumen.
- l) Accuracy.
- m) Integrity.
- n) Deadline driven.
- o) Professionalism.
- p) Efficiency.
- q) Flexibility.
- r) Confidentiality.

The role will report to the **Supply Chain Manager**. The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

The successful candidate will be based at the CSA Head Office, 86 5th Street, Melrose Estate, Johannesburg. Qualifying candidates can apply to [careers@cricket.co.za](mailto:careers@cricket.co.za) with a comprehensive CV, copy of SA ID, copies of qualifications and at least two contactable references.

All applications will be treated in strict confidence. Short listed candidates will undergo interviews and possible additional assessments.

In making the final selection, consideration will be given to the employment equity objectives of CSA. A performance agreement shall be entered into with the successful applicant. CSA reserves the right not to make an appointment.

The closing date for all applications is **14 April 2025**. Only shortlisted candidates will be contacted. Should you not receive a response to your application within 14 days after the closing date, please consider it as being unsuccessful.

CSA is an equal opportunity, affirmative employer. It is our intention to promote and broaden the diversity of our workforce ensuring South Africans of all races, gender, disability can be involved in the administration of cricket. The appointments are made in line with CSA's employment equity commitments.