



Cricket South Africa

wishes to appoint a

Strategic Procurement Specialist

Cricket South Africa (CSA) 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 Specialist** has become available. The successful candidate will be responsible for:

- a. planning, managing, and monitoring strategic procurement plans, including intelligence reporting, data analysis, and end-to-end processes, to meet operational goals and improve service quality to enhance value in procurement.
- b. supporting procurement that demonstrates cost savings by applying larger strategic sourcing principles such as benchmarking, cost analysis and breakdowns, and effective negotiation while ensuring that the process meets the main principles of competitiveness, fairness, equity, transparency, and cost-effectiveness.
- c. overseeing and streamlining the procurement processes, making sure that Purchase Orders (POs) are approved and carried out efficiently and effectively.
- d. contributing to the development of the business plan in conjunction with the Project Management Office (PMO).
- e. contributing to the development of the Supply Chain Management Strategy for CSA.
- f. coordinating and facilitating Enterprise and Supplier Development (ESD).

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. Procurement Plan Execution

- a) Analyse the Strategic Procurement Plan Portfolio to improve SCM by reducing prices and costs, improving quality, and supporting the negotiation and pricing team.
- b) Analyse risks, opportunities, and potential markets by conducting benchmark/ cost comparisons, industry trends, and internal spend analysis exercises and create intelligence reports for contract negotiations.
- c) Assess the presented procurement plan and procurement strategies and introduce innovative approaches to improve cost efficiencies and procurement cycle times.

- d) Conduct ROI analysis for strategic initiatives to support data-driven decision-making and procurement planning.

2. Tender Process

- a) Develop and publish Requests for Proposals (RFPs) and Requests for Quotations (RFQs) based on project specifications.
- b) Coordinate the bid process from advertising to review, ensuring transparency, fairness, and alignment with company objectives.
- c) Evaluate offers based on compliance requirements, technical requirements, price competitiveness, and service terms.
- d) Lead cross-functional bid evaluation teams, as needed, to review supplier qualifications and bid proposals.
- e) Negotiate bid offers with suppliers to ensure the best pricing, quality, and service delivery.
- f) Draft detailed bid recommendation Reports for review by the SCM Manager.
- g) Draft Award and Regret Letters.
- h) Officially hand over the supplier to the end user and the Contracts Officer.
- i) Ensure that all procurement actions are documented in accordance with organizational and regulatory guidelines.
- j) Support the SCM Manager in preparing monthly and quarterly procurement performance reports.

3. Internal Stakeholder and Supplier Management

- a) Establish and maintain solid supplier relationships, negotiate contracts, and cultivate long-term collaborations.
- b) Serve as a bridge between suppliers and internal stakeholders to ensure that supply chain expectations match operational needs.
- c) With the Contracts Officer, conduct vendor performance evaluations using critical parameters such as delivery timeframes, quality, and service levels.
- d) Maintain open communication channels with relevant departments to answer questions and offer information on procurement status.

4. Cost Savings Initiatives

- a) Drive the cost savings initiatives for the entire SCM team and run the tracking and monitoring of the team contributions.
- b) Identify and capitalise on consolidation opportunities across the SCM Team to optimise spend and reduce TCO.
- c) Act as an advisor to the internal team for cost-effective initiatives across the SCM function.
- d) Prepare and deliver weekly and monthly reports on procurement activities, such as cost savings, variances, and supplier performance indicators.

5. Continuous Improvement, Compliance and Reporting

- a) Ensure adherence to internal procurement policies and industry standards.
- b) Participate in audits and help to continuously improve procurement practices by using best practices and creative sourcing strategies.
- c) Participate in process improvement initiatives on sourcing and cost management.

6. Ad Hoc

- a) Perform such additional functions, including *ad hoc* projects, as may be instructed by the Line Manager from time to time.
- b) Ensure allocated projects specified by the Line Manager are completed, project deadlines are met.
- c) Ensure that project delivery does not affect normal deadlines.

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

- a) A Bachelor's Degree or Advanced Diploma in Commerce / Procurement / SCM / Finance (NQF7) or equivalent qualification.
- b) An Honours Degree or Postgraduate Diploma in Commerce / Procurement / SCM / Finance (NQF8) or equivalent qualification will be an advantage.
- c) A minimum of 7 years relevant working experience in the supply chain/procurement/finance and vendor management environment, of which 1 year ideally at the supervisory level. It is important to understand the classification of suppliers
- d) A minimum of 3 years relevant experience in Strategic Sourcing with a strong focus on cost savings will be advantageous.
- e) A minimum of 4 years relevant B-BBEE experience with an understanding of the relevant legislation and frameworks.
- f) Experience in Compliance Management.
- g) Data Analysis experience will be advantageous.

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

- a) In-depth knowledge of procurement best practices, industry trends, and regulatory standards in SCM.
- b) Strategic thinking.
- c) Analytical skills.
- d) Negotiation skills.
- e) Attention to detail.
- f) Communication skills (fundamental) and collaboration.
- g) Technical knowledge includes familiarity with procurement and sourcing tools, ERP systems, and applicable legislation and standards.

- h) Project Management: Experience in managing timelines and coordinating multiple procurement projects simultaneously.
- i) Problem-solving, which includes the ability to identify and address SCM risks and opportunities.
- j) Relationship building.
- k) Problem analysis and judgement.
- l) Planning and organising.
- m) Decisiveness.
- n) Business acumen.
- o) SCM knowledge.
- p) Mobilising teams.
- q) Driving excellence.
- r) Assist in building sustainability.
- s) Conceptual thinking.
- t) Fairness and transparency.
- u) Computer literacy.
- v) Advanced Microsoft Office (MS Word, Excel, PowerPoint).
- w) Excellent interpersonal skills.

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 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. Shortlisted 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 **27 November 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.