

INTERNAL / EXTERNAL ADVERT

Post: Manager: Demand & Acquisition

Department: Supply Chain

Reference: MNGRDA/RTIA/2026

Level: 12

Salary: R 1,101,468 per annum (CTC)

Term: Permanent

Minimum Educational Requirements: *NQF Level 7 in Supply Chain Management, Logistics, Public Finance, Financial Management or equivalent. *Registration with CIPS will be added advantage.

Minimum Knowledge & Experience Requirements: *A minimum of 3-5 years' experience in Supply Chain Management, Demand Management, Acquisition Management, Procurement, or a related field with at least 3 years at a supervisory/junior management level. * Experience in strategic sourcing, contract management, bid management, and supplier relationship management. * Experience in managing and leading teams.

Required competencies: *Sound knowledge of public sector procurement legislation, including the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), and Supply Chain Management policies. *Strategic Thinking. * Supply Chain Management. * Demand Planning and Forecasting. * Acquisition and Procurement Management. * Contract Management. * Financial Management. * Project Management. *Leadership and People Management. * Negotiation and Influencing Skills. *Stakeholder Management. * Analytical and Problem-Solving Skills. * Planning and organising. * Report Writing and Presentation Skills. * Compliance and Governance. * Communication Skills (Written and Verbal)

Duties: Demand Management

Compile budget for planning and procurement of goods and services; Manage and advise end users on compilation of clear tender specifications/TOR that is precisely determined; Check and verify procurement requirements and ensure that they are linked to the budget; Develop and advise on sourcing strategy, recommend best possible procurement strategies, link with other department for benchmarking, advise on term and panel creation for service delivery co-ordination, compile demand management plans. Ensure Appointment of Bid Specification Committee and its proper functioning

Acquisitioning Management

Ensure procurement of goods and services through **quotation and bidding processes**, ensuring adherence to policy and procedures; Adherence on NT and DTI instructions and implementation, therefore, Implement and evaluate Local production and content for all designated sectors; Publication of results on relevant platforms. Ensure publication of bids, conducting of the briefing session, closing of tender, evaluation of proposals and compilation of the evaluation report.

Quality control, Performance Review, Risk Management and Internal Control

Ensure implementation of Risk Register, standard operating procedure, Policies, Delegation of authority and proper implementation of National Treasury Directives/guidelines and instructions.

Management of employees

Ensure proper implementation of leave provisions, working hours, and provide supervisory roles

Reporting

Ensure Reporting of all Demand and Acquisition functions and proper recording of quotation and bid registers. Ensure proper functioning of Bid Specification and Evaluation Committees.

Enquiries: Ms Basetsana Motshoane - 011 763 1103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: 4iwhl3@apply.simplify.hr Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 10 August 2026