



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

SOURCING OFFICER X2 Permanent Position

Department: Finance /Supply Chain Management
Designation: Sourcing Officer
Reporting to: Manager: Purchasing and Sourcing
Reference Number: **SCM/SO - 12/2025**
Remuneration **R 35 516.00 (Basic salary excluding benefits per Month)**
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum Requirements:

- Matric/Grade 12
- National Diploma or Degree in Supply Chain Management/Purchasing/Procurement/Public Administration/Logistics Finance/Business Management/ Legal.
- At least 3 years of experience with bid committees, quotation sourcing and supplier verification.
- Procurement software and asset software experience is required.
- Understanding of procurement principles, policies and relevant regulations.
- Local government experience is essential.
- Computer literacy: MS Office, Excel.

Primary Job Function:

The incumbent will be responsible for identifying, evaluates and onboard suppliers to ensure an organization gets the best goods and services at the best terms. The incumbent will play a crucial role in procurement by finding reliable vendors, maintaining relationships and negotiating contracts to optimize costs, quality and availability.

Sourcing and Acquisition of Goods

- Conduct sourcing of quotations and bids as per SCM thresholds
- Obtain and evaluate quotations from registered suppliers on the Central Supplier Database (CSD).
- Ensure compliance with the Preferential Procurement Regulations, MFMA, Municipal SCM Regulations, PPPFA, CIDB Regulations (where applicable), and the entity's SCM policies.
- Prepare and issue Requests for Quotations and bid documents.
- Evaluate processes, including assessments of financial stability and corporate responsibility, help identify and mitigate potential risks associated with suppliers.
- Prepare bidding documentation, including specifications (with User Departments) and advertisements.

Supplier Management and Verification

- Identifies and mitigates risks within the supply chain.
- Verify suppliers compliance on CSD on the following: Tax status, BBBEE status, Director's information, Bank verification, Municipal rates accounts including Non-award status
- Manage supplier communication and correspondence during procurement processes.
- Address supplier queries and complains, escalating issues when necessary.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhophwa | Sandy Collopen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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Contracting and Awarding

- Prepare letters of award, and regret letters (where required).
- Ensure that award information is captured properly in the contract register and/or SCM registers.
- Facilitate supplier debriefs on procurement outcomes when required.
- Prepare purchase orders once approvals are in place.

Bid Evaluation and Support

- Provide administrative support to Bid Specification, Evaluation, and Adjudication Committees.
- Compile bid opening registers and ensure proper recording of submissions.
- Assist in the drafting of bid evaluation reports based on SCM policies and committee recommendations.
- Check bids for responsiveness, completeness, and compliance with mandatory requirements.
- In order to ensure that all products and services supplied are awarded in a fair and transparent manner.

Compliance and Governance

- Ensure all sourcing activities comply with MFMA, SCM Regulations, PPPFA, Preferential Procurement Regulations, Treasury Instruction Notes and SCM Policies and procedures.
- Identify irregular procurement risks and report non-compliance to the SCM Senior Manager/Manager.
- Ensure proper segregation of duties between sourcing, evaluation, and contract award.
- Ensure ethical behaviour throughout the procurement process, including fair treatment of suppliers and avoidance of conflicts of interests.

Records and Reporting

- Maintain complete and audit-ready procurement files.
- Prepare monthly SCM sourcing reports for submission to the SCM Senior Manager and CFO.
- Ensure proper filing of bid notices, opening registers, evaluation documents, and award notices.
- Assist with audit queries (Internal Audit, AGSA, Provincial/National Treasury).

Core Competencies

- Legislation applicable to local government.
- Municipal Finance Management Act (MFMA)
- Municipal SCM Regulations.
- Preferential Procurement Regulations.
- Preferential Procurement Policy Framework Act (PPPFA)
- CSD Supplier Verification.
- Treasury Instruction Notes.
- Supply Chain Management policies.
- Supply chain ethics and governance.
- Knowledge of market research.



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Leading Competencies

- Attention to detail
- Report writing
- Administrative accuracy
- Analytical skills
- Computer literacy (MS Office, Excel)
- Communication and interpersonal skills
- Ability to implement compliance rules
- Time management and ability to handle pressure

JPC is an Employment Equity Employer; therefore, “All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”. This vacancy is open to employees of the City of Johannesburg and external candidates.

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

APPLY ONLINE: www.jhbproperty.co.za. Please take note that only online applications will be considered. Please apply by using the following link: <https://share-eu1.hsforms.com/1K1EsVtf5TaiFUGzCoSx5HAew554>

ENQUIRIES ONLY:

Contact Person: Amukelani Maluleke
Tel No: (010) 219-9118

Publication Date:
17 December 2025

**This Vacancy is open to Employees of the
City of Johannesburg and External Candidates**

Closing Date:
02 January 2026



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