



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

VACANCY:
JUNIOR PROCUREMENT OFFICER
(2x Fixed Term Contracts, 1x Permanent)

Location: Husab Site
Reports to the Procurement and Contracts Manager

MAIN PURPOSE OF THE JOB:

Perform duties related to the purchasing of services, supplies and equipment in accordance with established Swakop Uranium (SU) policies and procedures to ensure the timely and cost effective supply of right quality goods and services to the mine.

Key Performance Areas:

- Executes and expedites the day-to-day procurement process to point of delivery and payment (P2P)
- Executes procurement and RFQ process – Maintains adequate structures, procedures, controls and resources to support the procurement and contracting function
- Reports, Records and Document Control – Prepares documentation required to ensure the accuracy of data relating to purchasing
- Monitors Procurement Vendor/Supplier Performance – Provides feedback on supplier performance to help with supplier evaluation and selection
- People and Performance Management – Prepares Individual Training and Development Plans and manages own performance
- Professional Development & Growth – Maintains professional and technical knowledge and skills and remains up to date with international standards.

Requirements and experience:

- Code 08 driver's license
- Grade 12 with Mathematics and Commercial Subjects
- NQA qualification: Level ¼
- Certificate in procurement or logistics will be a distinct advantage
- 3-5 years' experience in general administrative, clerical, procurement or logistics
- 3 years' experience in mining/metals commercial management

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by **21 July 2016**.

Previously disadvantaged Namibians meeting the above criteria are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet this criterion will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.