



*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.*

## **Senior Procurement Officer (2x 12 months Fixed Term Contracts)**

**Location: Husab Mine, Swakopmund  
Reports to the Procurement and Contract Manager**

### **MAIN PURPOSE OF JOB**

*To prepare, examine, analyze, negotiate and revise tender documents and contracts that involve the purchase of goods or services such as equipment, materials, supplies, or products. To provide contract summaries and ensure contract execution in accordance with company policy. The position will also take up key control over Procurement activities related to small and large capital projects and day to day procurement requests from internal stakeholders.*

### **Key Performance Areas:**

- Executes transactional procurement tasks with high quality delivery standards in order to meet business objectives
- Co-ordinate and supervise negotiations with major suppliers in an effort to obtain more advantageous terms of business
- Manages the contractual relationships with the supplier to maximize benefit for both the Company and the supplier
- Establishes accurate internal development/running costs versus externally acquired products/services
- Negotiates preferred supplier discounts and effects cost reduction achieved due to negotiation and contracting
- Ensures that contracts meet pertinent legal contractual requirements at all times
- Identifies potential contract items and takes the necessary steps to ensure such items are added to existing contracts or appropriate contracts to be established
- Establishes and maintains effective supplier relationships with contracted suppliers
- Develops knowledge on industry characteristics and trends so that the BU can optimize its contract spend

### **Requirements and experience:**

- Diploma in Procurement Management, Sourcing and Supply Chain Management or Business Administration OR a Certificate in Procurement Management, Sourcing and Supply Chain Management or Business
- Certificate in Contract administration will be an advantage
- 5 - 7 years' experience in the preparation, administration and monitoring of bidding or tender documents and contracts
- Experience in contract/purchase order management and administration. Proven experience in using office support systems (e.g. SAP).
- Proven experience in a procurement function involved in high risk, high value, complex works services and supplies covering a range of commodities.
- Code BE Drivers License

*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.*

*Interested persons should submit their CV and relevant supporting documents to [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by **26 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 criteria 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.*