



*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.*

## **Technical Procurement Officer**

**Location: Husab Site**

**Reports to the Superintendent Procurement**

### **MAIN PURPOSE OF JOB**

***Perform complex technical duties related to the purchasing of services, supplies, and equipment in accordance with established company policies and procedures, to ensure the timely and cost effective supply of right quality goods and services to the mine/plant.***

### **Key Performance Areas:**

- Provides input to develop procurement policies and strategies and recommends local/global purchasing policies and procedures;
- Maintains internal control over the technical procurement process;
- Learn and interpret difficult and complex technical rules, regulations and instructions;
- Write specifications when and if required;
- Assist non-technical Procurement Officers in technical evaluation;
- Expedite procurement processes by scheduling material demands, ensuring timely receipt of materials, identifying inventory items for standardized ordering procedures, review and approve extensions to existing order, monitoring orders to ensure timely delivery, initiating and authorizing corrective actions on overdue orders.
- Monitors and evaluates the supplier base by participating in supplier sourcing teams, critically evaluating and selecting suppliers according to set criteria and collating review reports on supplier performance.
- Negotiates with suppliers on incorrect or damaged goods and maintains good communications with major suppliers.
- Executes tender processes and ensure correct contract structured.
- Negotiates preferred supplier discounts and effect cost reductions.
- Identifies and monitors relevant legislation and regulations for provisions/amendments which impact the procurement function.
- Reconciles AP transaction and prepares analysis of accounts for cash flow payment report.
- Verifies vendor accounts by reconciling monthly statement related transactions.
- Follows up on long open items.
- Prepares and reviews reports on outstanding unprocessed items.
- Establishes and maintains relationships with external suppliers, service providers and business customers.
- Develops and implements individual training and development plans as well as manages own performance.

### **Requirements and experience:**

- Grade 12 with Mathematics and Commercial subjects.
- Certificate in Procurement or Supply Chain Management or N3/L3 Trade diploma with 4 technical subjects.
- 3 - 5 years' experience in technical procurement, materials management or logistics environment;
- Knowledge of technical operations;
- SAP purchase order, revision , request for quotation experience;
- Basic SAP MM working experience and knowledge
- Technical procurement contract and tender process experience;
- Valid Code B 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.*

Send your cv's and other relevant documents to [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by **24 October 2016**.

*Previously disadvantaged Namibians 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 the 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.***