



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.

JUNIOR PROCUREMENT OFFICER

Location: Husab Site
Reports to the Superintendent – Procurement

MAIN PURPOSE OF THE JOB:

To execute the purchasing functions and processes with an efficient clerical, data and document processing control service in accordance with Swakop Uranium procurement policies and procedures to ensure the timely and cost effective supply of goods and services to the mine/plant.

Key Performance Areas:

- **Execute and Process Procurement Purchases and Orders:** Perform routine procurement duties in line with prescribed policies & procedures; Execute and process materials, supplies and equipment orders; Report on errors identified in the ordering and procurement system; Prepare tender documents and supporting information; Receive and edit purchase requests; Check tax compliance and confirm orders; Correspond with authorized vendors for quotations; Avoids purchases from non-approved suppliers; Create accurate purchase orders; Track status of requisitions, contract and orders; Identify and correct overdue orders; Liaise with logistics and warehousing to facilitate storage and distribution.
- **Reports, Records and Document Control:** Maintain communication with suppliers and end-users about order status, changes or cancellations; Respond to enquiries from a variety of individuals related to ordered and purchased materials.
- **Monitor Procurement Vendor/ Supplier Performance:** Provide feedback on supplier performance to assist with supplier evaluation and selection; Notify management of contract problems as they arise; Locate and identify suppliers, using sources such as catalogs and the internet; Interview potential suppliers as instructed to gather information about products to be ordered.
- **Creditor Department Day-to-Day: Creditor Reconciliation:** Performs AP Recons per creditor in line with set out procedures; Obtains creditors statements, and compares with system; Follows up and resolves variances; Reconciles AP transactions; Prepares analysis of accounts for cash flow payment report; Monitors accounts in order to ensure payments are up to date.

Requirements and experience:

- Grade 12 - and/ or a Certificate in Procurement or Logistics/ Advance Certificate in Supply Chain Management will be an added advantage.
- 3-5 years' experience in procurement environment.
- Experience in SAP Purchasing, contract management, tender process will be an added advantage
- Sound experience in customer and supplier relations.
- Code B Driver's License will be an advantage.

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 **17 March 2017**.

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.