



One of the world's foremost emerging uranium companies, Swakop Uranium, is focused on developing and operating the world's third-largest known primary uranium deposit near the town of Swakopmund in Namibia. We need energetic, self-motivated and confident people to apply for our roles and we regard you as our "Employee of Choice".

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 and control service in accordance with Swakop Uranium (SU) procurement policies and procedures to ensure the timely and cost effective supply of goods and services to the mine/plant.

Key Performance Areas:

- Executes and expedites the day-to-day procurement process to point of delivery
- 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:

- Grade 12 with 20 points.
- Certificate in Procurement or Logistics / Advance Certificate in Supply Chain Management will be an added advantage.
- Sound experience in customer and supplier relations.
- 1-3 years' experience in a procurement environment will be an added advantage.
- Advantage will be given to candidates with experience in SAP purchasing, contract management and tender processes.
- Valid Code B/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.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by **9 February 2018**.

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.