



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

PROCUREMENT OFFICER

Location: Husab Site

Reports to the Superintendent – Procurement

MAIN PURPOSE OF THE JOB:

To execute Procurement activities and processes with efficiency in accordance with Swakop Uranium policies and procedures, to ensure the timely and cost effective supply of goods and services to the mine/plant.

Key Performance Areas:

- **Coordinate and Expedite the Day-to-Day Procurement Process to Point of Delivery;** Maintain internal control over the procurement process; Ensure that quotations and order processes are well executed; Applies processes, policies and procedures to achieve objectives for the purchasing function Execute procurement documents such as tenders and orders; Ensure that purchases and purchase orders are properly recorded on systems.
- **Expedite the Day-to-Day Procurement Process to Point of Delivery;** Ensuring timely receipt of materials to support production schedule, Identifying inventory items for standardized ordering procedures, Reviewing and approving time extensions to existing orders, Determining appropriate changes to supplier lead times.
- **Supplier Performance Management:** Monitor and evaluate the supplier base, avoiding purchases from non-approved vendors; Evaluate and select suppliers; Negotiate with suppliers on incorrect or damaged goods; Control dealing with suppliers; Maintain good communication with major suppliers on performance.
- **Execute Procurement Contract and Tender Process:** Maintain adequate structures, procedures, controls and resources to support the procurement and contracting function; Advises on items to move onto contracts and the contract duration; Executes tender process.
- **Legal Compliance:** Identify & monitor relevant legislation and regulations and establish controls to ensure implementation; Ensure fairness and adherence to BEE/local procurement requirements; Ensure user rights are delegated to correct people.
- **Budgets, Reporting and Document Control:** Prepare required reports and statistics; Accurately record all purchase requisitions into orders after tendering process; Prepare and review reports on outstanding unprocessed items; Provide input and data to support ongoing budgeting and strategic planning process.
- **Creditor Department Day-to-Day: Creditor Reconciliation:** Performs AP Recons per creditor in line with set out procedures: Obtains creditors statements, and compares with systems; 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.
- **External Relationships Management:** Establish and maintain relationships with suppliers, service providers, individual or business customers; Liaise with internal managerial staff; Lead and facilitate supplier discussions to support material flow, projects and escalations.

Requirements and experience:

- Grade 12 with National Diploma or BTech Degree in Procurement Management
- 3 - 5 Years' procurement experience in coordinating and expediting procurement process to point of payment.
- Sound supplier relationships within the relevant legislation and regulations.
- Sound experience of supply chain management practices and principles.
- Experience in SAP Purchasing, Contract Management and Tender Process will be an added advantage
- Code B Driver's Licence 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 13 February 2017.

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.