See your world grow

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| Rio Tinto is a leading international mining group, headquartered in the UK. Rio Tinto’s business is finding, mining and processing mineral resources. Major products are aluminium, copper, diamonds, energy (coal and uranium), gold, industrial minerals (borax, titanium dioxide, salt, talc) and iron ore. Activities span the world but are strongly represented in Australia and North America with businesses in South America, Asia, Europe and Southern Africa. Rössing Uranium Limited is proud to be a Namibian Equal Opportunity Employer. As part of the Rio Tinto Group, we are dedicated to leading edge environmental, health, safety, community and competitive employment standards. We are focused on advancing our mining and metallurgical technology and becoming an innovative supplier of clean, environmentally friendly energy to approved electricity generators worldwide.As per the Affirmative Action(Employment) Act, Act 29 of 1998;Namibian Citizens fromhistorically disadvantaged groups,especially women and peopleliving with disabilities, will enjoypreferential treatment. Onlyshort-listed candidates will becontacted. | **Advisor: Contracts Administration and Governance**You will be responsible for providing meaningful reporting and analysis in a timely manner. The incumbent needs to maintain an accurate reporting system of the contract administration system to support effective decision making. This role provides annual planning guidance in relation to external services costs. The incumbent will report to the Specialist: Contracts Administration and Governance within the Supply Chain department.**Key Performance Areas:*** Maintains HSE standards
* People management
* Effectively maintain and monitors the contractor management system including health measures at the output team and departmental level.
* Conducts gap analysis on variances.
* Establish and maintain appropriate contract documentation and be involved in linking contract scope to an optimal pricing structure
* Ensured the development and/or maintenance of good contract management reputation and image through sound customer relations
* Monitors contract obligations and reports on compliance.
* To validate invoiced prices to agreed contracts and other supporting source information.
* To ensure accurate documentation of agreement between RUL and supplier, minimizing the legal and commercial risk to the organisation.
* Complete projects and ad-hoc requests as assigned by the Specialist: Contracts Administration and Governance
* Costs
* Continuous improvement

**Minimum Requirements:*** Grade 12 and a recognized B Com degree related to Finance or Auditing
* A minimum of three (3) years working experience in a finance environment is essential
* A background in Forensics, Governance and knowledge of VAT and In Company terms is desirable
* CIA/CA will be an added advantage
* Articles experience will be an added advantage
* Code BE driver’s license

**To Apply**:Please go to the following website [www.riotinto.com/careers/](http://www.riotinto.com/careers/) and search for Advisor: Contracts Administration and Governance **Closing date for applications: 20 January 2017** |  |