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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 from  historically disadvantaged groups,  especially women and people  living with disabilities, will enjoy  preferential treatment. Only  short-listed candidates will be  contacted. | **Specialist: Contracts Administration and Governance**  You will be accountable for ensuring effective delivery of services commercial transformation work and ensuring that Rio Tinto Procurement and leaders consider the low cash outlay options for goods and services and there remains a healthy tension between preferred outcomes and costs. The incumbent will report to the Manager: Supply Chain within the Supply Chain department.  **Key Performance Areas:**   * Maintains HSE standards * People management * Support the embedding of transformation on the way RUL conducts its business through contract administration, and ensuring proper governance principles are applied in all aspects of the business between Procurement, RUL End Users and Service Providers (Suppliers and Contractors) * Ensures that the contractor management system is in place and in effective use * Prepare Annual Sourcing plan for contracts prior to expiry * Review, manage and respond to material Contractor management risks * Monitor compliance with Group policies, standards and procedures which govern the end to end contractor management process * Ensure key contractor management and commercial policies, procedures and settings are in effective use * Monitors contractor performance to ensure that deliverables are achieved at the lowest cash outlay option according to the scope * Cost management and reporting * Continuous improvement   **Minimum Requirements:**   * Grade 12 and a recognized Bachelor’s degree related to Finance, Commerce or Accounting * A minimum of five (5) years working experience in a Financial, Forensics or Governance environment is essential of which three (3) years should be at Supervisory level * Registered Chartered Accountant and/or technical 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 Specialist: Contracts Administration and Governance  **Closing date for applications: 20 January 2017** |  |