

# Shaping the future

## Advisor: Procurement

A vacancy exists for an Advisor: Procurement in the Supply Chain department, reporting to the Specialist Procurement. The successful candidate will be responsible to facilitate day-to-day procurement activities in accordance with the Rio Tinto Procurement – Rössing service level agreement. This includes understanding and defining internal customer requirements, placing orders in accordance with procedures, undertaking source projects through formal tender procedures, managing suppliers to deliver on time, identifying and undertake improvement projects to improve supplier performance, and using “best practice,” professional procurement tools and techniques.

### Key performance areas

- Maintaining health, safety and environmental standards;
- Supporting procurement and spend management plan to maximise efficiency and to minimise cost;
- Contract management and administration;
- Customer and supplier relations; and
- Cost control and continuous improvement.

### Minimum requirements

- **Applicable for Bachelor's/B Tech**
- Grade 12 and a recognised Bachelor's degree/B Tech in Accounting, Commerce, Business Administration, Procurement or Supply Chain Management;
- A minimum of three years' working experience in day to day procurement activities;
- **Applicable for National diploma**
- Grade 12 and a recognised National diploma in Accounting, Commerce, Business Administration, Procurement or Supply Chain Management;

- A minimum of five years' working experience in the day to day procurement activities;
- Procurement experience in a mining industry or large organisation will be an added advantage;
- A valid code BE driver's licence.

### To apply

Please go to the following website [www.riotinto.com/careers/](http://www.riotinto.com/careers/) and search for Advisor Procurement

**Application closing date: 17 August 2018**