

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 Rio Tinto Procurement – Rössing service level agreement. This includes understanding and defining internal customer requirements, place orders in accordance with procedures, undertake source projects through formal tender procedures, manage suppliers to deliver on time, identify and undertake improvement projects to improve supplier performance, and use “best practice,” professional procurement tools and techniques.

Key performance areas

- Maintain health, safety and environmental standards;
- Support 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 submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for, to e-mail: RUL.recruitment@rossing.com.na

Application closing date: 22 March 2019.