

CONTRACTS BUYER
GRADE: CL

INTERNAL/EXTERNAL
CLOSING DATE: 10/03/2024

REPORTS TO:
CHIEF BUYER

PURPOSE OF THE JOB

The Contracts Buyer has to perform function within prescribed procedures and standards, and needs to optimise the work output within these.

MINIMUM QUALIFICATIONS

- Grade 12
- NQF level 6 qualification in purchasing management

MINIMUM EXPERIENCE

- Atleast 1 year Supply Chain management experience with the mining / Processing / Concentrator
- Computer Literacy and experience required.
- Experience of the Coupa System will be an advantage

BEHAVIOURAL COMPETENCIES

- Strong Analytical and problem solving skills
- Commercial Acumen & very strong negotiation skills
- Good telephone, oral and written communication skills
- Must have good understanding and knowledge of Tendering and Contracts processes
- Familiar with purchasing systems required

JOB RESPONSIBILITIES

- The Negotiate with Suppliers to gain a better deal for Two Rivers Platinum and delivery dates with suppliers;
- Placing of purchase order with Supplier;
- Working on SEIFSA Indices and Actual Historical Exchange Rates;
- Keep all stakeholders informed of any changes done on Coupa;
- Resolve Stakeholder Queries;
- Liaise with Suppliers, Manufacturers and other external stakeholders to obtain the necessary technical data and information;
- Identify improvement initiatives and recommend appropriate methods and means to incorporate into current procurement practices;
- Attend Daily queries from end users/vendors; Assist with ad hoc functions in procurement / contracts and Stores as and when required;
- Drafting Contracts - Commodity, Civil, Service, Consulting, Rentals, Repairs, Transport, etc. - up to finalizing signatures from both parties;
- Drive Tender enquiry Process i.e. - Tender Enquiry, Matrix Evaluation, Adjudication, Site Visit etc;
- Form part of the mini adjudication (tenders / contracts below a million rand) panel member;
- Expedite orders and deliveries to ensure prompt delivery. Ensure that the quality of the product is according to the required standards;
- Review requisition orders in order to verify accuracy, terminology and specifications;
- Comply with the Procurement Procedures;
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.

TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:

recruitmentP@trp.co.za

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

POPIA Disclaimer:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

