

ASSMANG NORTHERN CAPE VACANCY (Supply Chain & Socio Economic Development)



ASSMANG

SPECIALIST COMMODITY

INTERNAL & EXTERNAL

Paterson Grading
C4

KEY PERFORMANCE AREAS

To do commodity / commercial related Category Management work whilst meeting customer and supplier needs and expectations, which includes but not limited to:

- Commodity management
- Data integrity
- Supplier relationship management
- Tender management
- Contract management
- Cost saving
- Reporting
- SHERQ adherence and compliance in own area of work
- Work ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- Certificate (1 year – NQF Level 5) in Supply Chain Management / Financial Management / Logistics / Engineering / Law
- National Diploma (NQF Level 6) in Supply Chain Management / Financial Management / Logistics / Engineering / Law
(Recommended)

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of five (5) years operational tender and contract related experience
- Minimum of three (3) years operational Management of stakeholder relationship experience
- Minimum of one (1) year First Line Management experience - Team / Project leader / Supervisory experience
(Recommended)

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - MS Office Suite - Intermediate user of Outlook, Word, PowerPoint
 - QlikView – Intermediate user
 - MS Excel – Advanced user
 - JD Edwards or equivalent – Advanced user
 - **Procedures, processes and policies**
 - Contract interpretation
 - Tender procedures
 - All supply chain procedures
 - All master contracts
 - BBBEE procurement codes
 - SHERQ policies and procedures
 - **Statutory**
 - Working knowledge of Mine legal register
 - Mine Health and Safety Act and BBBEE Act
 - **Negotiation**
 - Ability to conduct high-value pricing and contract negotiation
 - **Communication**
 - Ability to communicate at different levels
 - **Interpersonal**
 - Ability to build and maintain effective relationships across levels (both internal and external)
 - **Category Management**
 - Understanding of category management
 - Know the key processes of category management
 - **Rates and price increase**
 - Knowledge of rates and price increases
- ## OTHER REQUIREMENTS
- **Driver's License** - Code B/EB
 - **Medically Fit** - Meet required medically fitness standards

Interested applicants are requested to submit their CV's, together with certified copies of qualifications, to:

HR Administration Office

Per Address:

Assmang (Pty) Ltd

Khumani Iron Ore Mine

Private Bag X503

Kathu 8446 or

e-mail to KHrecruitbruce@assmang.co.za

TERMS & CONDITIONS

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.

Remuneration will be based on a competitive all-inclusive flexible package.

Designated groups will receive preference.

Woman-in-mining candidates will receive preference.

Please be advised that short listed candidates will be required to authenticate information provided

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 6 weeks after the closing date, please consider your
- application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

Assmang Northern Cape Supply Chain and Social Economic Development Department invites highly skilled, motivated and dedicated individuals who would like to be part of this team to apply for the position.

Advert Published Date: 05 November 2024

Fraud Alert

NC Supply and SED Department subscribes to ethical recruitment processes and will therefore, never:

- Request money in exchange for an application, medical assessment, interview or to be appointed.
- Display personal contact details of our recruiters on an advertisement as a form of communication or job application

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

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Khumani Mine will keep the record of your personal information confidential and for the specific purpose it was submitted.

CLOSING DATE

20 November 2024