

Career Opportunity Internal & External Advert

Bokoni Platinum Mines is a mining operation situated in the Eastern Limb of the Bushveld Complex.

Applications are invited from suitably qualified and experienced persons for the position of **Category Specialist**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

Category Specialist C5

Purpose of the Job:

To develop and execute category management strategies for assigned commodities, ensuring the effective delivery of strategic sourcing, supplier relationship management, contract administration, procurement governance, cost optimization, and sustainable value creation. The incumbent will be responsible for managing the full procurement lifecycle from demand planning and sourcing through to supplier performance management, purchase order administration, total cost of ownership (TCO) optimization, and savings realization, while ensuring uninterrupted supply and compliance with organizational policies and procedures.

Job Requirements:	• Bachelor's degree in supply chain management, Procurement, Commerce, Logistics, Business Management, or equivalent • Minimum 5 years' experience in Procurement, Strategic Sourcing, Category Management, or Supply Chain Management • Proven experience in contract management, strategic sourcing, supplier management, and procurement operations • Sound knowledge of ERP Systems such as Oracle, SAP, Coupa or similar procurement platforms • CIPS, SAPICS, MCIPS, CPSM, or related professional procurement qualification will be advantageous
Job Responsibilities (will include the following but not limited to):	• Develop and implement category strategies for assigned commodities, including Stock Items, MRM, SHERQ, and Human Resources categories. Conduct spends analysis, market research, and demand assessments to identify sourcing opportunities. Lead strategic sourcing initiatives, including RFQs, RFPs, tenders, evaluations, and negotiations • Identify opportunities for standardization, consolidation, and value improvement • Develop and maintain category plans aligned with business and operational requirements. Monitor open purchase orders and expedite deliveries where required • Resolve procurement transaction issues relating to pricing, delivery, invoicing, and supplier performance • Ensure procurement activities comply with contracts, procurement policies, and delegated authority requirements Build and maintain effective relationships across all levels of the organisation
Personal Attributes:	• Planning and organizing skills

- Excellent communication skills
- Ability to work under pressure
- Ability to work independently
- People management skills at all levels
- Team player
- Problem solving skills
- Results Orientation
- Creative mindset

Application for the above vacancy may be submitted via email to Bokoni.Recruitment@bokoniplatinum.co.za no later than 24 July 2026 with subject title: **Category Specialist** as reference. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

Equity Statement:	Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.
POPIA Disclaimer	By sending your CV to the email 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 Bokoni Platinum Mine will keep the record of your personal information confidential.