Contracts Buyer
(Grading: CL)
Reference no: FIN/05/26 (Internal/External)

CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.





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.

REPORTS TO

- Chief Buyer

MINIMUM QUALIFICATIONS

- Grade 12
- NQF Level 6 qualification in Purchasing Management

MINIMUM EXPERIENCE

- Computer Literacy and experience required
- Good telephone, oral and written communication skills
- Must have a good understanding and knowledge of Supply Chain-Procurement Processes
- Familiarity with purchasing systems required.
- Experience of the Coupa and Delta System will be an advantage
- At least +3 years working within Supply Chain conducting Procurement sourcing
- Very strong negotiation skills
- Drafting and issuing Request for Quote (RFQ) to market
- Knowledge of commercial law Understand the principles of BBBEE / HDSA

JOB RESPONSIBILITIES

- Negotiate with Suppliers to gain better deal for Two Rivers Platinum.
- Review and evaluate quotations received during spot bids activities, in order to compare prices, specification and delivery date;
- Expedite orders and deliveries to ensure On Full In Time (OTIFs) deliveries
- Negotiate costs of doing business and expedite delivery dates with suppliers.
- Placing of Procurement Orders with the Suppliers.
- Keep all stakeholders informed of any changes done on Delta System.
- Resolve Order to Pay (O2P) related Queries about order status, changes and or cancellations.
- 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.
- Record savings and adherence to set monthly and yearly target of savings.
- Assist with ad hoc functions in procurement / contracts as and when required.
- Ensure that the quality of the Goods and Services are according to the required standards;
- Adherence to all Procurement Polices of TRP.
- Updating all reporting Management Tool as stipulated (Cost Savings, BBBEE spend).
- Formal adjudication meetings.

TWO RIVERS PLATINUM

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.

EQUITY STATEMENT

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.

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.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentND@trp.co.za
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.

Closing date: 02 November 2026

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

FRAUD ALERT

TRP subscribes to ethical recruitment processes. We will never:
◆Ask for money in exchange for any application, medical assessment, and interview or to be appointed.
◆Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.

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