



## Advertisement

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The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Kumba Iron Ore Limited, to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

**The organisation reserves the right not to fill this position.**

### **Supply Chain Management Specialist (Fixed-Term period of 5 years)**

***(Total package: Market Related salary)***

***Centre: Centurion, Gauteng***

#### **Job Summary**

The position reports to Supply Chain Manager. The primary role of the incumbent in this role is to manage the strategic sourcing activities including the development, and implementation of annual procurement plans for the categories under management, aligned to the annual business plan.

#### **Key performance areas:**

Develop and execute the Supply Chain Management strategy and Procurement Plan • Leverage the spend/demand, develop supplier management strategies and tactics to ensure the organisation is getting the best possible products and services, quality and price • Prepare consolidated managerial reports as needed to facilitate and recommend actions to ensure optimal supply chain execution • Provide input into annual budget planning process and submit to line management for approval. Monitor expenses • Assess expenditure and resolve gaps. Support identification, implementation and development of processes to optimise cost efficiency • Implement and effectively manage the approved budget (operational and labour) • Manage strategic RFP's and associated adjudication processes • Develop and implement Procurement policy and procedures and ensure continuous market, regulatory and strategy relevance • Implement interventions where gaps in the procurement systems exists • Negotiate and finalize relevant service level agreements • Build and maintain healthy, diverse internal and external relationships and collaborations to ensure achievement of the department's and organizational goals • Ensure adherence to statutory supply chain regulations, organizational standards, policies and procedures • Ensure compliance to quality specifications, forecasts and price mandates • Ensure procurement activities provide opportunities to communities serviced as per the Trust Deed • Direct the activities of direct reports to execute the plan.

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### **Requirements and Attributes:**

An appropriate qualification (Diploma / Degree) in Purchasing/Procurement; Supply Chain or Logistics or related field • Proficient in full MS Office package (Ms Word, Excel, PowerPoint), ERP/database systems • Experience working in non-profit organisation will be an advantage • Contract management and a certain degree of financial knowledge / systems • Understanding of Supply Chain fundamentals, methodologies and principles is essential • Be able to respond well to pressure • Own reliable transport and flexibility to travel is required • Valid EB or Code 8 Drivers License is essential • Fluency in Setswana • Being able to work under pressure and available to work on weekends when required • Communicates sensitively, effectively and creatively across different constituencies.

### **Competencies Required:**

Stakeholder Engagement • Project Management • Problem solving • Planning • Organising • Strong knowledge of commodity markets • Excellent Communication • Good Presentation skills • Interpersonal and networking skills • Negotiation skills

### **Applications**

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to [hr@sioc-cdt.co.za](mailto:hr@sioc-cdt.co.za)

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at (066 300 6038)

**Closing date: 8<sup>th</sup> December 2020**

