

SEPHAKU CEMENT VACANCY

Procurement Manager

Sephaku Cement, a powerful entrant to the Cement Industry, is committed to creating an inspiring environment that offers opportunities of growth to all employees. We are searching for talented individuals who have the drive and passion to deliver desired results to join our team at Head-Office in Centurion.

Purpose:

To monitor all procurement activities in order to operate end to end processes by matching world-class performance and internal control standards through implementing best practices.

To action the company's sourcing strategies using appropriate networking techniques, market analysis and total supply base management.

To ensure that Procurement adds value through appropriate involvement in such and that it takes a leading role in finding the most cost effective solutions.

Responsibilities/Outputs:

Sourcing Management:

- Enforce the Sourcing policy
- Ensure Supplier bidding / selection in accordance with the Purchasing Procedures
- Approve and support local commodity strategies
- Ensure sourcing decisions are made in accordance with approved strategies
- Assist in developing Enterprise Development and B.E.E suppliers and implement strategies to meet defined B.E.E objectives
- Ensure early Supplier involvement in cost management initiatives to ensure achievement of associated targets
- Promote and maintain Full Service and Commodity Management Suppliers capable of meeting quality, cost, timing and technological expectations
- Developing and implement e-procurement strategies and methodologies
- Manage and structure the company's relationship with the supply base

Quality Management:

- Perform and monitor Supplier evaluation
- Enforce the importance of continuous improvement with suppliers
- Monitor quality proactively and evaluate results in line with stated objectives
- Identify high risk suppliers and monitor and / or redirect performance
- Champion / participate in x-functional teams to identify critical needs and assist in developing management processes
- Enforce and regulate transactional processes in accordance with both Policies and Procedures



Cost Management:

- ☞ Ensure the supply base is cost competitive
- ☞ Optimize Procurement end to end service in relation to cost
- ☞ Ensure compliance with contractual payment terms to leverage Sephaku / Supplier relationships
- ☞ Analyse and evaluate supplier proposals using cost models
- ☞ Improve the cash involved in operations (Days of Purchases Outstanding (DPO))
- ☞ Ensure that Purchasing adds value by facilitating and effecting a positive impact on P&L and balance sheet
- ☞ Ensure that high ethical standards, are maintained throughout the procurement process
- ☞ Perform Contract and e-Catalogue Maintenance
- ☞ Identify and Implement opportunities for "Frame Agreements"
- ☞ Monitor and analyse domestic, global economic conditions in order to anticipate possible impact and devise appropriate counter measures

Communication and Other:

- ☞ Interaction with Plant procurement functions
- ☞ Interaction with Plant and Group on critical and shared spares
- ☞ Maintain and promote communication with customers, solicit performance feedback on long-term strategies and supplier metrics
- ☞ Maintain a high level of purchasing intelligence, ensuring up-to-date information in respect of industry trends, technology, market dynamics etc.
- ☞ Review of Procurement Policy and Procedures

Qualifications:

- ☞ Commercial qualification with Purchasing Management / Business Management as majors or related Procurement qualification.
- ☞ Knowledge of audit procedures and accountancy / costing methods will be preferred. A technical background will be advantageous.
- ☞ At least five years hands-on experience of Procurement in the manufacturing sector.

Technical skills:

- ☞ Knowledge and application of purchasing functions such as tendering procedures, tender adjudication, award and approval of contracts etc.
- ☞ Knowledge of contract law and contract management,
- ☞ Experience with, and practical knowledge of, value / supply chain management,
- ☞ Functionally adept with Microsoft software, esp. Excel, PowerPoint,
- ☞ Experience with the Purchasing modules of SAP,
- ☞ Use of the internet and MS Outlook,
- ☞ Capable of developing, evaluating & managing a diverse supply base while maintaining sound business / working relationships with both suppliers and internal customers.
- ☞ Good understanding of costing structures and price determination.
- ☞ Negotiating skills.
- ☞ Effective communication skills, both written and verbal,
- ☞ Sound understanding of and ability to apply performance management techniques
- ☞ Ability to lead, motivate, co-ordinate and control.



Competency:

- Self-starter with high energy levels
- High ethical standards
- Good interpersonal / interrelationship skills
- Confident, enthusiastic
- Analytical
- Ability to work and make decisions under pressure
- Innovative

Applicants should submit their detailed CV's by means of one of the following methods:

- Postal Address:**
P O Box 68149
Highveld
0169
- Fax:**
012 684 6301
- Email:**
recruitment@sepcem.co.za

All applications must reach our OP Department by no later than **27 October 2017**.

Correspondence will be conducted with shortlisted candidates only.

Sephaku Cement is an employer of equal opportunity and supports the philosophy of regional demographic representivity.

