



**RioTinto**

Rössing Uranium  
Working for Namibia

Shaping the future

As pioneers in mining and metals, we produce materials essential to human progress. Our talented workforce uses industry-leading mining processes and technology to ensure our operations are safe, low cost and efficient. We have opportunities available:

## Advisor, Procurement

A vacancy exists for an Advisor, Procurement in the Supply Chain department, reporting to the Specialist Procurement. The successful candidate will be responsible to facilitate day-to-day procurement activities in accordance with the Rio Tinto Procurement – Rössing service level agreement (SLA).

This includes understanding and defining internal customer requirements, placing orders in accordance with procedures, undertaking source projects through formal tender procedures, managing suppliers to deliver on time, identifying and undertake improvement projects to improve supplier performance, using “best practice”, professional procurement tools and techniques.

### Key performance areas

- Maintains health, safety and environment standards;
- Support procurement and spend management; plan to maximise efficiency and to minimize cost;
- Contract Management & Administration;
- Customer & Supplier Relations;
- Cost & Continuous Improvement.

### Minimum requirements

- Grade 12 and a recognised Bachelor's degree or B. Tech degree in Accounting, Commerce, Business Administration, Procurement or Supply Chain Management; or
- Grade 12 and a recognised National diploma in Accounting, Commerce, Business Administration, Procurement or Supply Chain Management.

- **Applicable for Bachelor's / B. Tech**

A minimum of three years' working experience in procurement, having been involved in the day to day procurement activities including preparing requests for quotations, evaluate responses, placement of orders, expediting, sourcing projects, preparation of tenders, exposure to contract management and/or administration, negotiating with suppliers and supplier performance management and market analysis, or

- **Applicable for National diploma**

A minimum of five years' working experience in procurement, having been involved in the day to day procurement activities including preparing requests for quotations, evaluate responses, placement of orders, expediting, sourcing projects, preparation of tenders, exposure to contract management and/or administration, negotiating with suppliers and supplier performance management and market analysis.

### To apply

Please go to the following website:  
[www.riotinto.com/careers/](http://www.riotinto.com/careers/) and search for Advisor, Procurement.

**Application closing date: 13 October 2017**