
Internal/External Vacancy

Sierra Mineral Holdings 1 limited (A Bauxite Mining Company) at Gondama Plant Site, Gondama Moyamba District seeks applications from suitably qualified and competent persons to fill the below position:

Position: Procurement and Supply Chain Superintendent

Report: Procurement and Supply Chain Manager

Contract: Permanent

Salary: Very Attractive

Responsibilities:

- Serves as the organization's representative for the procurement issues and procedures.
- Develops and coordinates new policies and procedures regarding procurement processes.
- Conducts analysis of program policies and procedures, develops plans, formulates guidelines, implements new developments and procedures, and provides policy interpretation for suppliers within corporate guidelines.
- To generate and send to suppliers' purchase orders for supplies, services and equipment required by the business
- Ensure effective and efficient delivery of supplies
- Build and maintain good working relationships with suppliers
- Assist when required on materials and services contract administration
- Prepares program guidelines, status reports and presentations for management.
- Monitors vendors to maintain an appropriate degree of control over vendor relationships.
- Coordinates daily duties of procurement support staff.
- May develop requirements and be involved in the automation/test of procurement and logistics software
- Liaise with requesters/ departmental contacts to ensure timely resolution of queries
- Liaise with finance department to resolve supplier payment issues
- Any other duties assigned by your Line Manager.

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's degree in Procurement and Supply Chain Management or Business Administration
- At least 5 years working experience of at senior level in procurement and logistics.
- Strong merchandising skills
- Very good report writing skills; in quantitative and qualitative format.
- Ability to write routine reports and correspondence.
- Excellent Microsoft office skills.
- Very good administrative skills.
- The ability to work under pressure in a fast pace environment
- The ability to manage a varied workload
- Good written and verbal communication skills

Note: Applications will be processed as and when received.

If this position appeals to you, send a letter of application with your updated CV, current telephone number, and copies of certificates to:

**The Human Resources/ Corporate Affairs Director
Sierra Mineral Holdings Limited
Gondama Plant Site
OR send an email to:
smhlrecruitment@sierramineral.com**

Closing Date: 18th September 2023

Only short-listed candidates will be contacted.