

External Vacancy

Sierra Mineral Holdings I Limited (A Bauxite Mining Company) Gondama Plant Site, Moyamba District, Southern Sierra Leone, West Africa

Sierra Mineral Holdings I Limited invites applications from accomplished professionals to join our team as:

Position: Senior Purchasing and Supply Chain Officer

Reports to: Procurement and Supply Chain Superintendent

Contract Type: Local – Fixed Term (11 Months)

Salary: Competitive

Job Overview

The Senior Purchasing and Supply Chain Officer will oversee procurement and supply chain operations at the Gondama Mining Site. The role involves managing the procurement of goods and services, ensuring timely delivery, maintaining optimal inventory levels, and supporting operational efficiency. The incumbent will work closely with the Procurement Superintendent to ensure compliance with company policies, optimize supply chain processes, and foster strong vendor relationships to support the mining site's operations

Key Responsibilities

1. Procurement and Purchasing

- Manage the sourcing, procurement, and purchasing of goods and services required for the mining site's operations.
- Review purchase requests, approve purchase orders, and ensure timely acquisition of critical supplies.
- Negotiate terms, conditions, and pricing with suppliers to achieve cost-effective procurement.
- Ensure procurement activities comply with company policies, procedures, and industry regulations.

2. Supply Chain and Logistics

- Oversee supply chain activities to ensure timely delivery of materials and equipment to the Gondama Mining Site.
- Monitor inventory levels to avoid stockouts or overstocking and support operational continuity.
- Coordinate with the logistics team to track shipments and manage delivery schedules.
- Address and resolve supply chain bottlenecks and ensure seamless operations.

3. Vendor and Supplier Management

- Build and maintain strong relationships with vendors and suppliers.
- Conduct vendor performance evaluations, ensuring adherence to service level agreements (SLAs).
- Identify and onboard new suppliers to meet operational needs.
- Resolve supplier-related issues, including quality and delivery discrepancies.

4. Compliance and Documentation

- Ensure procurement processes adhere to company policies, regulatory standards, and mining industry best practices.
- Maintain accurate and up-to-date procurement and supply chain documentation.
- Prepare reports on procurement activities, supplier performance, and cost analysis for management review.

5. Process Improvement and Team Support

- Identify opportunities to improve procurement and supply chain processes for greater efficiency and cost savings.
- Implement best practices and innovative strategies to support operational excellence.
- Provide mentorship and guidance to junior procurement and supply chain staff at the site.

Qualifications and Experience

- **Education:** Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field. Professional certifications such as CIPS, CPSM, or CSCP are highly desirable.
- **Experience:** Minimum of 5-7 years of procurement and supply chain experience, preferably in the mining or heavy industry sector.
- **Skills:**
 - Strong negotiation and supplier relationship management skills.
 - Proficiency in inventory management and ERP systems.
 - Excellent organizational and analytical skills.
 - Ability to work under pressure and manage multiple tasks in a dynamic environment.
 - Strong interpersonal and communication skills.

Key Competencies

- Strategic and Analytical Thinking
- Decision-Making and Problem-Solving
- Attention to Detail
- Team Leadership and Collaboration
- Effective Time Management

Work Environment

- The role is based at the Gondama Mining Site, requiring frequent interaction with operational teams and suppliers.
- The position involves working in a fast-paced and dynamic environment with occasional extended hours to meet critical deadlines.
- Occasional travel may be required to liaise with suppliers and attend meetings at other locations.

Note: This job description is designed to outline the general duties and responsibilities of the position. Additional tasks may be assigned based on the operational needs of Gondama Mining Site.

Why Join SMHL?

- Opportunity to work with a dynamic and forward-thinking team in a globally recognized mining operation.
 - Attractive remuneration and benefits package.
 - A challenging and rewarding career in a fast-paced industry.
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How to Apply

Submit your application, including a detailed CV, cover letter, and copies of relevant certificates, to:

The Human Resource & Corporate Affairs Manager

Sierra Mineral Holdings Limited
Gondama Plant Site

Alternatively, email your application to:

smhlrecruitment@sierramineral.com

Closing Date: 5th February 2025

Note: Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted.

Sierra Mineral Holdings 1 Ltd

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