

A BRIGHTER
OPPORTUNITY
FOR YOUR
TOMORROW

VACANCIES

Namdeb's alluvial mining operations offer unique challenges for professionals who wish to be part of an of a world-class operation. With established open-cast, coastal and dredge mining operations as well as a variety of new technology-driven projects, Namdeb offers developmental opportunities unmatched at most other mining operations. We are thus challenging individuals who can think outside the box to join our dynamic team in contributing towards the development and implementation of new generation mining technology.

Applications are invited for the following position :

- ❑ Senior Contracts Administrator (band 06) – Commercial (SERV/2020-022)

Closing Date: 15 December 2020

The Challenge

To provide an effective procurement function for contract life cycle management, inclusive of:

- tender compilation, tender management, tender evaluation and recommendations;
- contract negotiations, contract drafting, and contract establishment;
- contract management for the contract duration;

The position will also provide specialised commercial support to internal clients with the focus on containment of costs, creation of value, and management of commercial risks inherent in the procurement process. To maintain sound supplier relationship management.

Job Specific competences Include

- Technical expertise in contract/procurement administration systems
- Coordination and administration of Tender process
- Knowledge of contractual law
- Contract management skills
- Commercial finance knowledge
- Business acumen
- Mining process knowledge
- Mining & Labour legislation
- SAP knowledge
- MS Office knowledge
- Analysis and decision making
- Problem solving
- Attention to detail
- Integrity and confidentiality
- Teamwork and collaboration skills
- Negotiation skills
- Effective communication skills
- Conflict management skills
- Persuasiveness
- Innovation and continuous improvement

Comprehensive packages are negotiable and preference will be given to applicants from designated groups in terms of the Namibian Affirmative Action Act. Interested candidates should forward curriculum vitae with supporting documents to hr.recruitment@namdeb.com