

Job Opportunities

Debswana Diamond Company – **Technical Services** would like to invite suitably qualified innovative, results oriented and self-driven individuals to apply for the position listed and described below and join a professional team driven by service excellence, where the demands of the business are met by encouraging team work and addressing the needs of the individual.

PROCUREMENT OFFICER (2 Years Fixed Term Contract)

Ref: DCC 0000268

Tenable at Orapa, Letlhakane & Damtshaa Mines

Job Summary

To identify sources of supply and ensure timely delivery of goods and services for operational requirements.

Minimum Requirements

- Degree or Diploma in Supply Chain Management or equivalent
- 3 years post qualification experience in a buying environment

Key activities

- Recommends and incorporates cost saving initiatives into budgets and controls expenditure within approved parameters
- Reviews and understands customer requests on Purchase Requisitions (PRs)
- Purchases the required goods and services for Debswana in accordance with submitted customer requests:
- Preparing source lists and issues Request for Quotations (RFQs) to vendors
- Evaluating and adjudicate submitted quotations taking cognisance of specification, quality, lead time and price and makes recommendations for approval by the Procurement Manager
- Evaluates tenders and prepares tender summaries with recommendations for approval
- Processes and expedites orders on a regular basis by following up with suppliers to improve cycle time and reduce stock outs and production delays
- Learns about pre-qualified vendors within each commodity grouping to enable efficient selection of suppliers
- Sources goods from citizen owned suppliers in accordance with the Debswana Citizen Economic Policy (CEEP)
- Arranges forward cover for foreign purchases in accordance with the policy
- Prepares and issues order amendments
- Conducts periodical price and cost analysis to ensure costs containment and best buy



- Manages price variance to ensure that correct payments are processed
- Consolidates requirements in order to negotiate better prices and conditions of procurement
- Continuously evaluates vendor performance related to price, delivery time, quality and after sales service and makes recommendations for improvements to the Procurement Manager
 - Studies catalogues, industry and company publications, directories, trade journals, local databases and the internet to assess the reputation and history of potential suppliers
- Comply with legislation when procuring goods and services for business requirements
- Compiles evaluation of quotations and makes commercial recommendations as appropriate, ensuring equity, accuracy and fairness
- Prepares amendments on prices or schedules and advised affected parties
- Analyses and responds to queries relating to orders, escalating technical or commercial queries as appropriate
- Manages and coordinates the implementation of safety, health and environmental programme in area of responsibility
- Maintains effective supplier relationships in accordance with best practice and ethics directives by
 - liaising with suppliers to resolve related issues
 - maintaining a procurement database of suppliers for reference
- Identifies, coordinates and manages the implementation of and adherence to legal and internal control principles/requirements in area of responsibility.
- Implements sectional talent management initiatives by ensuring the right competence and effectiveness of manpower (capacity building) through developing and implementing career, localisation/succession, training and development plans
- Implements knowledge management principles through application of tools and methodologies to continuously improve and sustain business performance
- Identifies and implements creative and innovative ideas to continuously improve and sustain business performance

Only candidates who meet the above requirements need apply by visiting us on <http://www.debswana.com/careers> to register and apply.

Closing Date: 9th February 2017.

