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.

**STRATEGIC SOURCING ANALYST**  
Ref: DCC 0000276

**Job Summary**  
Collaborates with Operations and Debswana Corporate Center to implement Debswana-wide commercial solutions for Process-Plants, Services, Mining and Engineering commodities. Accountable for the development of relationships with the strategic suppliers and management of commodity specific Total Cost of Ownership (TCO), continuity of supply, risk mitigation and ensuring business requirements are satisfied.

**Minimum Requirements**
- Commercial Degree in the following disciplines - Engineering, Supply Chain, Quantity Surveying, Business Administration and Commercial Law
- 5 years post qualification experience in supply chain management of which 3 years should have been in Strategic Sourcing Environment
- Sound knowledge of Contract Management and a working knowledge of legal contracts and International Trade Terms

**Key activities**
- Develops fact based strategies and plans for Process-Plants, Services, and Mining and Engineering commodity groups; Identifies and implements creative and innovative ideas to continuously improve and sustain business performance; Gathers and analyses internal and external base data on each category of commodity for business case purposes.
- Engages with external stakeholders to generate ideas and opportunities. Identifies commodity specific improvement opportunities through organizing and collaborating with cross functional teams comprising all key stakeholders and partners; Works collaboratively across the commodity teams to improve and enhance the development and administration of contracts.
- Establishes and maintains effective relationships with all key stakeholders and partners to ensure achievement of business objectives.
Manages and undertakes data collection and analysis activities relating to the execution of the category or sub-category strategic sourcing activity; identifies potential risks, issues and opportunities and propose recommendations relating to these.

Manages and leads sourcing, tendering and negotiation activity relating to a category or group of sub-categories to deliver contracting arrangements; Initiates, drafts and issues tenders and recommends the most commercially and technically acceptable offer for adjudication by the Tender Committees; Prepares and issues tender packages/enquiries to prospective tenderers; and maintains a register of all tenders issued as well as all tender-related documents.

Assists the end-users with documenting the Scope of works/services; Evaluates Enquiry/Purchase Requisitions received from Customers to establish the requirement for services to enable the best fit for the scope of works and Compiles a source list for approval by the Lead Supply Chain;

Completes technical adjudications with the end users/customers, and influence spend towards Citizen-owned companies where possible; Execute commercial adjudications of submitted tenders including clarifications of tender qualifications.

Prepares tender clarification meetings and conducts post tender negotiations to arrive at the best price with Vendors.

Prepares and presents tender documentation for submission to the tender committees for approval. Follows up and resolves queries raised by Tender Committees.

Prepares and issues a Notification of Contract Award (NOCA)/ Letter of Acceptance (LOA) on the agreed terms and conditions to the successful tenderer, and informs unsuccessful tenderers of the outcome of the adjudication by issuing regret letters.

Arranges forward cover for foreign denominated contracts, and notifies Treasury.

Ensures timely notification to successful bidders according to prescribed formats and standards and receives acceptance of offer from the contractors.

Negotiates and establishes contracts according to company guidelines, by selecting the relevant terms and conditions of contracting best suited to the goods or service being purchased and issues the same to contractors.

Administers all contract terms in accordance with contractual requirements (e.g. contractors bonds and guarantees)

Completes the draft contract and issues it to the contractor for agreement/signing.

Evaluates applications for contract price adjustments in accordance with the contract

Attends site meetings to provide guidance on proposed changes in line with terms and conditions of contract.

Manages commercial terms and conditions of contracts including administering and negotiating the renewal of time based contracts where appropriate and issues amendments to contracts where required.

Identifies, recommends and oversees the implementation of control actions in collaboration with suppliers and the Business Units to improve performance; Liaises with customers to ensure that contractual obligations are adhered to in order to mitigate business risks.

Builds and manages relationships with internal stakeholders by collecting and responding to internal customer's feedback and supplier performance.

Ensures personal and team compliance to the Debswana procurement policy, procedures and methods and proactively provide continuous improvement feedback to the Enablement team.

Drives regular improvement in purchase price variance through request for quotations and negotiation with suppliers.

Monitors and tracks measures and targets for commodity savings.

Reviews and investigates contractual disputes and recommends appropriate resolution in conjunction with Debswana Legal Department.

Adheres to corporate governance principles related to inter alia Purchasing ethics, Safety, Health and Environmental policies and procedures in area of responsibility”; Manages and coordinates the implementation of safety, health and environmental programmes in area of responsibility”. 
Key Competencies:
• Analytical
• Problem Solving
• Stakeholder management
• Project Management
• Communication skills
• Understanding of Mining processes
• Technology (e.g. SAP, Microsoft)
• Business Acumen

Closing Date: 1st April 2017.