



HUMAN CAPITAL

**INTERNAL/ EXTERNAL RE-ADVERTISEMENT FOR A VACANCY**

**Senior Manager: Procurement Governance**

21 April 2024

Circular no. 0821/2024

<b>POSITION:</b>	<b>Senior Manager: Procurement Governance</b>
<b>LOCATION:</b>	<b>Midrand</b>
<b>DEPARTMENT:</b>	<b>Corporate</b>
<b>GRADING:</b>	<b>SML</b>
<b>C/C:</b>	<b>1000017</b>

**PURPOSE OF THE JOB:**

The purpose of the role is to lead and oversee the overall policy, governance, standards, legal compliance, and risk aspects of supply management. This includes ensuring alignment with the latest legislation and regulations. The primary responsibility is to lead governance teams to ensure adherence to regulations such as the Public Finance Management Act (PFMA) and the Preferential Public Procurement Framework Act (PPPFA). Additionally, managing the Procurement Ombudsman function and overseeing the contracting process for both Opex and Capex are key duties.

**QUALIFICATION(S) AND EXPERIENCE REQUIRED:**

**Minimum Qualification(s):**

- Relevant B. Com Degree / B Science Degree/ Engineering Degree
- Post Graduate Qualification in Management Studies
- Master's degree in law will add as advantage.
- Procurement Certification is advantageous.
- MCIPS Qualification

**Experience:**

- 8 years' Procurement experience in Chemical, Mining, and related industries
- 10 years' experience in procurement would be advantageous.
- 5 years' experience in senior position or 5 years' experience in management of governance and compliance in a supply management function.
- Public Sector experience is advantageous.
- Multi-site/ geographical experience
- Experience with working in a unionised environment advantageous

**Knowledge and Capabilities:**

- In-depth knowledge of Legal Contracts and Contracts Lifecycle Management process,
- Procurement best practice
- Procurement Operations
- Strategic Sourcing
- Good knowledge of Mining and/or Chemicals operations and products
- Procurement Governance and Compliance
- Financial and Commercial knowledge with strong business acumen
- Leading practices procurement processes and ERP systems e.g. JDE technology
- Corporate Governance
- Knowledge of PPPFA and PFMA
- International trade regulation and procedures
- General Business Management knowledge
- People Management Principles

**HEADLINE KEY RESULT AREAS:**

<p><b>Strategic leadership of governance</b></p> <ul style="list-style-type: none"> <li>• Develop procurement strategy, policies, and procedures to ensure alignment to overall business objectives.</li> <li>• Ensure alignment of Foskor's procurement management governance, policy, standards, legal, compliance and risk strategies to the company strategy and latest legislation and regulations.</li> <li>• Present the Procurement Strategy to GM and drive strategic objectives.</li> <li>• Benchmark the strategy and Procurement performance against similar organisations locally and internationally.</li> </ul>	<p><b>Compliance and Risk</b></p> <ul style="list-style-type: none"> <li>• Identify, consolidate, and report on procurement related risks across Foskor, and make recommendations to the General Manager: Procurement, on how to best mitigate such risks.</li> <li>• Face-off with Internal &amp; External Audits, identify, implement, and monitor Business Critical Controls compliance.</li> <li>• As Foskor's Procurement Ombudsman, investigate any procurement related complaints and provides appropriate recommendations to the General Manager: Procurement, General Manager Audit and the Vice President: Legal, Risk and Compliance to ensure that any risk of possible litigation is mitigated.</li> </ul>
<p><b>Legal Support</b></p> <ul style="list-style-type: none"> <li>• Provide expert legal advice in consultation with Foskor's Legal Department in drafting &amp; amending strategic contracts to ensure legality of contracts of local and foreign suppliers for existing and future contracts.</li> <li>• Managing commercial risk factors at the time of contracting or contract amendment such as providing the required escape clauses.</li> </ul>	<p><b>Manage strategic initiatives:</b></p> <ul style="list-style-type: none"> <li>• Accountable for delivery of Governance initiatives.</li> <li>• Provide SPOs for Governance functions across Foskor.</li> <li>• Drive performance measurement and formulating strategies and interventions for deviation.</li> <li>• Drive formulation of performance indicators and 5-year target setting, dashboard reporting, and monitoring of the Governance as a discipline within the procurement department.</li> </ul>
<p><b>Stakeholder Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Maintain relationships with Foskor Group Senior Managers and other Division leaders that foster inter-departmental feedback and prioritisation.</li> <li>• Build and maintain relationships with other Exco members.</li> <li>• Support the GM on all procurement related matters.</li> <li>• Build and maintain key relationships with the operations team and collaborate with them to resolve quality issues with suppliers.</li> </ul>	<p><b>Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Drive the development of governance framework, policies and procedures to facilitate programmatic and/or operational guidelines within the procurement function.</li> <li>• Oversee the adoption and use Foskor's governance processes.</li> <li>• Identify and proactively mitigate compliance and regulatory risks related to procurement.</li> <li>• Identify and proactively mitigate risks related to community engagements.</li> </ul>

APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY

ENQUIRIES: Mr. C Kharidzha 011 347 0620 or [carlosk@foskor.co.za](mailto:carlosk@foskor.co.za)



**Internal Applicants:** Applications are to be completed on an "Internal Application Form" which is available at the Human Resources Offices or alternatively on <http://intranet.foskor.co.za/Corporate/Admin/Templates/AcidDivision/HumanResources/Form8>. A comprehensive CV attached to the Application form will be appreciated. **External applicants:** Applications are to be sent to [recruitment5@foskor.co.za](mailto:recruitment5@foskor.co.za) or handed in at HR Department. Should you not receive any feedback by 27 May 2024 that will mean you are unsuccessful. Applications are to be marked for the attention of Mr. C Kharidzha and handed in **by closing date of 03 May 2024.**