

2024-09-03 **BULLETIN NO. 1859/2024**
POSITION: Temp Category Specialists x3
GRADING: MML
C/C: 20580000 - Procurement

PURPOSE OF THE JOB:

To develop, execute and ensure compliance to category strategies that secure best possible value for Foskor. Use leading practices in strategic sourcing to create value within respective categories. The role will work with Category buyers to implement a process for sourcing products, materials and services from viable suppliers. The position will require the use of analytical rigor, strategic sourcing processes, and effective stakeholder relationship management capability.

QUALIFICATION; EXPERIENCE AND EXPOSURE REQUIRED:

Qualification:

- Relevant qualification in Procurement/ Supply Chain Management/Business Management

Additional Qualifications:

- Post Graduate Qualification in Management is advantageous
- Procurement Certification (CIPS) is advantageous

Experience:

- 5 years Procurement experience in Chemical, Mining and related industries
- Category Management experience
- Public Sector Experience is mandatory
- Experience with working in a unionised environment advantageous

Knowledge:

- Source to Contract and Procure to Pay
- PPPFA, PFMA, National Treasury Instruction Notes and all Public Sector Applicable legislation
- Strategic Sourcing (including Global sourcing) and Category Management
- Products knowledge - Mining and Chemicals Processing
- Global price indices, commodity spot buying principles, and regulations
- Good Practice Procurement Governance and Compliance
- Financial and Commercial knowledge with strong business acumen
- Leading practices procurement processes and systems such as JDE technology
- Corporate Governance
- Relevant South African (SA) Regulations and Legislation (E.g. SANS and ISO, Mining Charter, BBBEE, etc.)
- International trade regulation and procedures
- General Business Management knowledge
- Market Analysis and Research


HEADLINE KEY RESULT AREAS:

- Develop and maintain category strategies that includes historic spend analytics, technical requirements, market analysis, identified suppliers, sourcing strategies, key risks, savings opportunities and implementation timelines and refresh annually.
- Develop sourcing strategies for key allocated categories needs.
- Align category strategies to Foskor business requirements and objectives.

- Oversee the purchasing of all related goods and services.
- Ensure all purchasing is done in compliance with the category strategy and associated with delegation of authority.
- Ensure that the contracting schedule is reviewed regularly, and any areas of concern are actioned and resolved.
- Assist category buyers with order expediting and placing where required.
- Investigate and action any items exceeding budget
- Negotiate agreements with suppliers to drive lowest total cost of ownership and develop "win-win" strategies that achieve sustainable relationships with suppliers.
- Implement supplier agreements and contracts by working with the contract manager and suppliers to reach agreement on contract terms and conditions.
- Manage and track contract spend.
- Responsible for creating an integrated team experience by ensuring role clarity, proper communication, and facilitating a culture that fosters collaboration.
- Lead, mentor, and guide Procurement team members to ensure clear direction and career growth, ensure team members have resources and support required
- Comply with and review all submission/s prior to advertising and for recommendation to the various committees for award.
- Adhere to and enforce purchasing policies and ensure compliance within the category management team.
- Ensure that the category management team is familiar and adhere to all policies and procedures.

APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY
ENQUIRIES: M LETOABA AT 015 789 2274

Applications are to be send to recruitment5@foskor.co.za or handed to HR Department marked for the attention to Ms. M Letoaba by closing date of **11 September 2024 at 10H00**. A comprehensive CV and certified copies of qualifications attached to the Application Form will be appreciated. Should you not receive any feedback by 30 September 2024 that will mean you are unsuccessful.

 M. Letoaba
501328

