

Career Opportunity

Internal only

Bokoni Platinum Mines is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Chief Buyer (Preferential Procurement)**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

Chief Buyer (Preferential Procurement) (CU)

Purpose of the Job:

Chief Buyer (Preferential Procurement) is responsible to control and supervise the purchase and expediting of goods and services at an optimum price, quality and on time delivery of product items. The position ensures to do supplier and enterprise development related work whilst meeting legislative requirements and objectives of developmental programmes implemented and to assist with relevant supplier development tasks and projects.

Job Requirements:	<ul style="list-style-type: none"> • Grade 12 or equivalent. • B Comm Degree or equivalent. • Certificate in Project Management (1 year) will be advantageous. • 2-3 year preferential procurement administration. • Socio Economic Development Operations; Community development programs. • Mining Charter, DTI Scorecard and SLP. • Project Management. • MS Office – advanced MS Excel. • Code 08 driver's license.
Job Responsibilities (will include the following but not be limited to:)	<ul style="list-style-type: none"> • Assist with implementation of ESD strategy and preferential procurement policy. • Assist in conducting needs analysis for identified enterprises/initiatives required to improve the business and apply sourcing strategies and negotiation skills. • Assist in developing motivation and business case for possible projects. • Provide support to the enterprise owner with the development and implementation of business processes and assist in arrangements for support to enterprise employees, to be trained in their respective roles to contribute to the business success. • Identify and assist with procurement process of relevant infrastructure, equipment and/or facilities required part of the development plans for enterprises. • Liaise with Project contractors to ensure projects are implemented according to SLP. • Track progress of suppliers against service level agreement with selected beneficiaries and provide advice and support to suppliers to maximize B-BBEE compliance.

	<ul style="list-style-type: none"> • Responsible for vendor management system • Maintains master contract files and records. • Administer the Vendor Master Local Inbox, quickly processing requests, resolving issues and responding to colleague enquires. • Address gaps in vendor records, including but not limited to phone numbers, email, banking, BEE, Tax Numbers and other related information. • Control, monitor and help expedite the process of part delivery to eliminate production downtime caused by stock shortage. • Obtain information, check for accuracy and capture data. Ensure details of beneficiaries on projects are up to date and legitimate. • Produce analysis and reports to ensure ED and SD suppliers commitments are in line with sourcing spend and objectives. • Keep accurate records on data and assist to compile reports and analyse data required for the B-BBEE requirements, Mining Charter score cards, DTI compliance, SLP Reports, MQA reporting on skills development programs and ensure clean audit results.
Personal Attributes:	<ul style="list-style-type: none"> • Planning and organizing skills. • Excellent communication and interpersonal skills. • Ability to work under pressure. • Ability to work independently. • People management skills at all levels. • Team player. • Problem solving. • Results orientated. • Creativity.

Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 and follow the prompts by no later than 19 January 2024 with subject title Chief Buyer. – 15 January 2024 as reference. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

Equity Statement:	Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.
POPIA Disclaimer	<p>By sending your CV to the email address on this advertisement you agree to:</p> <ul style="list-style-type: none"> • The processing of your personal information and sharing it with third parties for verifications. • The exercising of your rights provided for by POPIA. • To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.