

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| PETRA DIAMONDS SA (PTY) LTD



Manager: Contracts – Internal and External

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market.

Reference Nr: PDSA287

Job Grade: D3

Role Description: Supporting the Group Manager: Supply Chain, the Manager: Contracts is responsible for leading the preparation, analysis, and monitoring of contracts and tenders that involve all aspects of procurement across all operations.

The position is based in Cullinan (Gauteng).

KEY RELATIONSHIPS:

Support and participate in the formulation of business plans and strategic objectives for the Company from a contract point of view. Identifies, drives and increases automation of contract coverage and utilisation."

Drives the compilation and preparation of all contract bidding documentation, including bidders list, inquiry, requests for proposal and recommendations for award of contract in accordance with the Company's policies and procedures.

Negotiates commercial terms and conditions of all contracts to drive Company benefits, benefits and efficiencies

Draft contracts based on standard terms and conditions for approval by management. Interpret relevance and implementation of new and existing legislation.

Manages the process to receive requests, obtain estimates, update records, initiate paperwork and follow up on requests for approval of contract amendments for contract changes.

Initiates and facilitates meetings with contractors concerning contractual issues as required.

Monitors contractor performance, including the reporting and status of contractor and contract owner deliverables.

Ensures good governance is being followed and evaluate against technical aspects of Procurement procedures. Tracks authorizations and contract related correspondence.

Establishes and updates records of all correspondence related to contract activity. Performs contract closing activities as needed.

Maintains an audit footprint for each contract which includes original contract, all correspondence to and from the contractor, contract change requests, approved variations, amendments and clarifications.

Ensure that all Operations Supply Chain reporting is aligned with standards and guidelines and that all contract related audit findings are timeously addressed to prevent re-occurrence.

Conducting contract price adjustments in line with contract terms and conditions.

Establish and maintain relationships with suppliers to ensure continuous consumable and service delivery.

Establish & maintain good working relationships and an effective / sound communication system with the Supply Chain Function.

Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non compliance issues.

Model behaviour that is consistent with the Company Vision and Values.

Ensure Requisite Management Leadership practices.

Effective Team Player.

Model behaviour that is consistent with the Company's values and Code of Ethical Conduct.

MINIMUM REQUIREMENTS:

- Degree or 3 year Diploma in Supply Chain/Logistics or equivalent
- 5 years' plus experience in a Procurement environment that includes but not limited to negotiations in strategic contracts.
- Knowledge and experience in Procurement management and contract management system/s (Please detail on CV)
- Computer Literacy and Microsoft Office Suite.
- Valid driver's license.

ADVANTAGE:

- Leadership Development Programme (LDP) or equivalent.

TECHNICAL COMPETENCIES:

- Demonstrate an understanding of supplier management principles and practices.
- Apply procurement principles and practices.
- Know and understand the business objectives and strategic plan.

- Compiling tenders and contracts.
- Analyse the information gathered and compile the necessary process reports.
- Strong analytical and organizational skills

BEHAVIOURAL COMPETENCIES:

- Strategic Planning; Decision Making; Creating a Culture of Trust; Communication; Inspiring Others; Safety Leadership; Facilitating Change; Creating an Inclusive Environment; Customer Focus; Managing Relationships; Driving for Results; Delegation and Empowerment

Petra Diamonds is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, on mine assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria.

If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.

Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, SAPS certified qualifications and ID, to christine.williams@petradiamonds.com by 13 October 2022. Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: tothehotline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

<http://www.petradiamonds.com/careers/current-vacancies>