



9 April 2024

ROBERTSON AND CAINE (PTY) Ltd

2 X PROCUREMENT OFFICER (Technical)

Reason for Recruitment:	Replacement Positions
Reporting to:	Sourcing and Supplier Manager
Department:	Supply Chain
Location:	Freedom Way – Montague Gardens
Contract Type:	Permanent

The Procurement Officer reports to the Sourcing and Supplier Manager on all activities related to sourcing of buy-in materials, cost management and supplier management. The Procurement Officer will assist the Sourcing and Supplier manager to continuously identify and evaluate improvement projects. This position will be required to work closely with Design, Engineering and New Product development.

KEY JOB FUNCTIONS:

- **Sourcing and qualifying of buy-in materials:**
 - Source new parts in conjunction with Design and Engineering and Quality
 - Onboarding and qualifying of new suppliers.
 - Qualify products from a commercial perspective
- **Supplier and Cost Management:**
 - Maintain designated supplier contracts with regular meetings and communication.
 - Maintain records of designated suppliers in terms of contracts, qualification documents, cost analyses, risk analyses and NCR's
 - Setup mutual performance targets with suppliers.
 - Perform ongoing cost evaluations on suppliers to mitigate excessive spend
- **Improvement Projects:**
 - Identify cost saving projects
 - Identify opportunities for volume-based purchasing via supplier consolidation
 - Identify opportunities to improve interdepartmental systems and communication



QUALIFICATIONS AND EXPERIENCE:

- Minimum qualification: A relevant Diploma in Engineering, Procurement or Supply Chain Management is preferred.
- Ideal qualification: Relevant BSc / BTech Degree / Advanced Diploma in Eng., Proc., SCM, CIPS (Level 4-6).
- Experience: 5-10 years' Supply Chain or Technical experience.

CORE COMPETENCIES:

- Takes initiative and willing to engage in the role.
- Understanding of technical drawings.
- Excellent working knowledge in MS Office Suite (Excel, Word, Outlook, PowerPoint, Teams etc.).
- Understanding of commercial terms and terms of trade.
- Analytical, practical, and problem-solving skills.
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers.
- Strong communication, interpersonal and influencing skills.
- Results orientated with the ability to plan and deliver against project deadlines.
- Keen attention to detail and accuracy.
- Exceptional organizational skills with the ability to prioritise.
- Ability to present organized and thorough information and data appropriate for intended audience.
- Be flexible, adaptable, able and willing to modify activities and direction with an ever-changing business environment.
- Knowledge of boat building-Techniques and process would be advantageous.
- Ability to take full responsibility and accountability as per the scope of work.
- Must be a diligent person with a high regard of mutual respect.
- Reduce costs and make Process improvements.
- Contract management and supplier experience.



You need to live up to our Values

RESPECT / RESPONSIBLE & RELIABLE / INNOVATION / TEAMWORK / EXCELLENCE / BUILD IT R³ITE

*Should you meet the above criteria and wish to apply for this position, you can send your internal application and CV to the **Human Resources, Cathy du Preez** (cathydupreez@roberonandcaine.com), by no later than **16 April 2024**, on the internal application form. Applications can be put into the HR Boxes allocated at each factory. Please ensure you give a motivation as to why you believe you are suitable for this position.*

All information supplied to us will be dealt with in compliance with the Protection of Personal Information Act (POPIA). This includes what we collect in terms of candidates' personal information, why we collect it, how we collect it and what it is used for.

Kindly note, if no feedback is received within 4 weeks from the closing date; the applicant can then accept that their application has been unsuccessful. Unsuccessful candidates who attended an interview will be informed in writing of the reason as to why they have been unsuccessful.