

VACANCY



SENIOR COORDINATOR SUPPLY CHAIN MANAGEMENT C4

Division: Finance and Supply Chain
Department: Supply Chain Management
Location: Walvis Bay

Primary purpose of the position

To provide logistics management to NAMDOCK for all customs-related matters including importing, exporting, and bonded storage of goods and materials. Additionally, responsible for driving efficiency through, effectively aligning all inbound and outbound logistic requirements with legislative compliance. Keep up to date on all customs legislation as set out by NAMRA, Customs and Excise through attending workshops and actively building close work relationships with the ministry. Align all NAMDOCK processes with the latest legislation to ensure compliance. Managing and directing subordinates, the departments, and services as well as coordinating purchasing data to enable timely delivery of products and services in line with company policies and procedures. He/she will deal with local and international suppliers closely, work with project managers and interact with customers regarding the customer's direct purchasing requirements.

Key Performance Areas

- Operations Supervisions
- Manage Customs relationship and queries.
- Supplier and Sub-contractor Management
- Coordinate Procurement, Internal Customer Focus, and Data Management
- Inventory Management
- Ensure good Governance and manage Risk and Compliance.
- Facilitate Internal Customer training and Awareness Workshops
- Bonded Facility Management (Tunacor)
- Oversee Customs Control and Access gates
- Enforce Health, Safety and Environment compliance
- Manage Human Resources activities for the team

Critical Technical Competencies for this role.

- Leading Others
- Results Orientation & Customer Focus
- Building Relationships
- Working with others (Teamwork)
- Persuasiveness & Influence
- Communication
- Application of Knowledge
- Results Orientation & Customer Focus
- Process Orientation

Qualification and Experience Required:

- A Bachelor in Procurement Management, Supply Chain Management, or a related field (NQF Level 7)
- Five (5) Years of Relevant Experience in a Customs-related Environment of Import and Export activities and legislative requirements, of which three (3) years of experience should be in a supervisory role.
- A valid driver's license.

CLOSING DATE: 07 JANUARY 2025

NAMDOCK will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net. Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

**Only applications received via the portal will be evaluated.
Only shortlisted candidates will be notified. No documents will be returned.**

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998.