

## VACANCY

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<b>TYPE OF VACANCY:</b>	<b>Internal &amp; External</b>
<b>POSITION TITLE:</b>	<b>Commercial Officer Head</b>
<b>SITE &amp; LOCATION:</b>	<b>Office (Rosebank)</b>
<b>CLOSING DATE:</b>	<b>16 April 2025</b>

**JOB SUMMARY:** *The Commercial Officer plays a pivotal role in the business landscape, contributing to the financial success of Nafasi Water (Pty) Ltd by managing commercial activities and ensuring smooth operations. The Commercial Officer will also prepare, negotiate, and assess contracts and handle the planning, creation, and updating of contracts based on the needs of all interested parties. They also check contracts for legal compliance.*

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### **DUTIES AND RESPONSIBILITIES:**

- Support and implement effective commercial strategies.
- Negotiate and finalize agreements with clients and vendors.
- Monitor market trends and identify business opportunities.
- Prepare, negotiate, and review company contracts.
- Develop and draft business proposals for strategic partnerships and similar deals.
- Coordinate with legal and compliance departments when necessary.
- Maintain an organized system of physical and digital records.
- Maintain relationships with suppliers and clients.
- Support on supplier performance management.
- Plan and track progress regarding TCO and CI.
- Drive digitization opportunities in order to optimise business case.
- Adopt new ways of working and systems usage.
- Support a cross functional team.
- Conduct market research and analysis.
- Collaborate with cross-functional teams to achieve business objectives.
- Ensure compliance with regulatory standards and industry best practices.
- Manage contract negotiations and renewals.
- Provide strategic guidance on pricing and product positioning.
- Develop and implement effective commercial strategies.
- Negotiate and finalize agreements with clients and vendors.
- Monitor market trends and identify business opportunities.
- Collaborate with cross-functional teams to achieve business objectives.
- Ensure compliance with regulatory standards and industry best practices.

### **ACADEMIC QUALIFICATIONS, REGISTRATIONS, LICENCES & PERMITS:**

- Bachelor's degree in commerce with specialisation in Supply Chain Management and/or Logistics Management.

### **EXPERIENCE:**

- At least 3 year's relevant work experience as a contract administrator or related role.
- Familiarity with business, finance, and commercial terminology.
- Knowledge of legal requirements involved with contracts.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Familiarity with business, finance, and commercial terminology.
- Knowledge of legal requirements involved with contracts.

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- Ability to establish and maintain effective working relationships with both internal and external stakeholders
- Good administrative skills and well organised.
- Good analytical, Problem solving skills and the ability to think critically.
- Excellent communication skills

**BEHAVIOURAL COMPETENCIES:**

- Creativity, collaboration, sociable and awareness to the ecosystem.
- Stewardship accountability, ability to develop trust, safety conscious and ethical.
- Ability to respond quickly to Nafasi's needs/agility, flexibility, continuous learning, innovation and proven ability to experiment on creative business solutions.
- Results orientated, quality driven, excellence, efficient and effective.
- Supplier relationship management.
- Critical and systems thinking capability.
- Proven experience in a similar commercial or business development role.
- Strong negotiation and interpersonal skills.
- Analytical mindset with the ability to interpret market trends.
- Excellent communication and presentation skills.
- Attention to detail.

**ADDITIONAL REQUIREMENTS:**

- Willing and able to travel (should have own reliable transport).

Kindly send your application to: [recruitment@nafasiwater.com](mailto:recruitment@nafasiwater.com) indicating the position title in the subject line.

*While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies. In line with Nafasi's commitment to transformation, suitable qualified candidates from previously disadvantaged groups, will be given preference.*