



ADMINISTRATOR: CONTRACTS

LOCATION: TWIN HILLS GOLD PROJECT (KARIBIB) (2-YEAR FIXED-TERM)

JOB SUMMARY

Osino Gold Exploration and Mining (Pty) Ltd is seeking a dynamic Administrator: Contracts to oversee and manage the full lifecycle of contracts and contractor performance. The role ensures legal compliance, cost control, and effective risk management while upholding ISO, ESG, and anti-bribery standards. It requires close collaboration with legal, procurement, finance, and project teams to mitigate risks, enforce contract terms, and maintain accurate records.

MINIMUM REQUIREMENTS

- Bachelor's degree in Procurement, Business Administration, or a related field.
- Professional certification (CIPS Level 4–6/MCIPS, IACCM/WorldCC, or equivalent in Contract Management).
- Eight (8) years' experience in procurement, contracts, and supplier management, of which three (3) years should be at supervisory level.
- Proven experience in the execution of procurement contracts and tender processes, supplier analysis, performance management, and negotiation.
- Familiarity with ISO standards (9001, 14001, 45001, 37001).
- Valid driver's licence.

KEY RESPONSIBILITIES

- Draft, review, and finalise contracts in line with Namibian, international, commercial, and mining law.
- Monitor, manage, and assess supplier compliance with procedures, and recommend corrective actions where necessary.
- Analyse spend and requirements patterns to identify opportunities for cost savings and value optimisation.
- Manage contractual relationships with suppliers to maximise value for both the company and suppliers, ensure compliance with contractual obligations, and maintain accurate and up-to-date contract records.
- Maintain a centralised contract database and track key dates, including renewals, expirations, and amendments.

HOW TO APPLY

Interested candidates should submit a resume and a letter of motivation detailing relevant experience and potential starting date to recruitment@osinoresources.com by **1 May 2026**. If you have not heard anything from us two weeks after the due date, please consider your application unsuccessful.

NO HARD COPY CV'S WILL BE ACCEPTED AT OUR OFFICES.

Osino Gold Exploration and Mining and Shanjin International are an equal opportunity employer, committed to fostering diversity and inclusion in the workplace. Preference given to suitably qualified Namibian citizens. People with disabilities are encouraged to apply.