

VACANCY



NAMIB POULTRY

BECAUSE YOU DESERVE BETTER

PROCUREMENT MANAGER PROCESSING PLANT / ADMINISTRATION

Namib Poultry (Pty) Ltd is a fully integrated broiler production operation established in 2012 and situated 30 km north of Windhoek on the A1 Highway on the farm Klein Okapuka.

Namib Poultry (Pty) Ltd is an equal opportunity employer with the following vacancy available at our state-of-the-art Processing Plant. Interested and suitably qualified candidates as well as candidates from the designated groups are invited to apply.

PRIMARY PURPOSE OF THE POSITION

Ensuring the uninterrupted supply of material and ingredients necessary for operations.

The position will be responsible for developing and implementing procurement strategies, negotiating with suppliers, managing vendor relationships, and optimizing procurement processes to achieve cost-efficiency and quality standards.

- Ordering and issuing of raw ingredients, packaging materials, and sundry PPE consumables as well as maintaining correct inventory levels and taking weekly and monthly inventory counts.

KEY FUNCTIONS AND RESPONSIBILITIES

• **Strategic Sourcing**

Comprehensive Planning: Thoroughly understanding the company's short-term and long-term objectives. This includes assessing the volume of poultry production, expansion plans, product quality standards, and budget constraints. By having a deep understanding of the company's goals, to tailor procurement strategies accordingly.

Supply Chain Optimization: To ensure a reliable supply of poultry materials and ingredients, Evaluate the entire supply chain. This involves identifying key suppliers, assessing their reliability, capacity, and geographical proximity to the processing plant, and analyzing potential risks in the supply chain, such as supply issues.

Cost Efficiency: Optimizing costs without compromising on the quality of poultry products. This may involve negotiating better prices with suppliers, exploring bulk purchasing options, or seeking out cost-effective alternatives without sacrificing product integrity.

Risk Management: Anticipating and mitigating risks. Set contingency plans in place to address potential disruptions in the supply chain, such as supplier failures, market fluctuations, or regulatory changes.

Supplier Relationship Management: Building strong and mutually beneficial relationships with suppliers. Establish open lines of communication with key suppliers, foster transparency, and work collaboratively to meet Namib Poultry's objectives. This includes addressing issues promptly and finding solutions. .

Market Analysis: Stay informed about market trends, fluctuations in poultry ingredient prices, and industry developments. Regularly analyze market conditions to make informed decisions about when to purchase materials and when to hold off to secure better pricing.

Environmental and Ethical Considerations: Sustainability and ethical sourcing practices are essential. Consider the environmental impact of sourcing decisions and ensure that suppliers adhere to ethical and responsible practices.

Continuous Improvement: Continuous monitoring and adjustment. Regularly review the effectiveness of the procurement strategies and make adjustments as needed to adapt to changing market conditions and company goals.

Develop and execute procurement strategies that align with the company's goals, ensuring a reliable supply of poultry materials and ingredients while optimizing costs.

• **Supplier Management**

Supplier Identification: Identifying potential suppliers for the poultry materials and ingredients required by the processing plant. This includes researching and evaluating existing suppliers, as well as seeking out new ones in the market.

Supplier Evaluation: Once potential suppliers are identified, conduct a thorough evaluation.

This evaluation assesses various factors, including the supplier's financial stability, production capacity, product quality, track record, reputation, and adherence to industry standards and regulations."

Supplier Selection: Based on the evaluation, select the most suitable suppliers. This selection should not solely be based on cost but also take into account factors like reliability, quality, and the ability to always meet the company's specific needs and specifications.

Contract Negotiation: Negotiating contracts with selected suppliers. This includes determining pricing, payment terms, delivery schedules, quality assurance standards, and other terms and conditions.

Quality Assurance: Maintaining a high standard of quality is paramount in the poultry processing industry. Works closely with suppliers to establish and monitor quality control processes. Conduct regular quality audits and inspections to ensure that materials and ingredients meet the required specifications.

Timely Delivery: Ensuring timely delivery of materials to maintain a smooth production process. Collaborate with suppliers to establish delivery schedules that align with Namib Poultry's production needs and coordinate with logistics teams to track shipments and address any delays promptly.

Relationship Building: Build and nurture strong relationships with suppliers. Fosters open communication, trust, and collaboration with suppliers. These relationships can lead to improved responsiveness, better terms, and the ability to resolve issues quickly.

Conflict Resolution: Have strong conflict resolution skills to address issues such as late deliveries, quality discrepancies, or disputes over contract terms.

Continuous Evaluation: Continually evaluates suppliers' performance against agreed-upon metrics and key performance indicators.

This evaluation helps in identifying areas for improvement and maintaining a high level of consistency.

Risk Management: Identifying and mitigating risks associated with supplier relationships.

Be proactive in addressing potential risks, such as supplier capacity issues, geopolitical instability, or changes in regulatory requirements. Identify, evaluate, and select reliable suppliers, negotiate contracts, and maintain strong relationships with them to ensure timely delivery of high-quality materials.

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- **Cost Optimization**

Market Analysis: Conducting a comprehensive analysis of the market. This includes monitoring market trends, fluctuations in pricing, and the availability of poultry materials and ingredients.
Understanding the market dynamics is essential for making informed procurement decisions."
Supplier Negotiation: Armed with market insights, negotiates with suppliers to secure the best possible prices and terms.
Effective negotiation skills can lead to cost savings without compromising the quality and safety of the materials."
Volume Discounts: Leveraging the buying power of the poultry processing plant, explore opportunities for volume discounts.
Purchasing materials in larger quantities can often lead to reduced unit costs."
Alternative Sourcing: Explore alternative sources for materials and ingredients.
This could involve seeking out new suppliers, considering different geographical regions for sourcing, or evaluating substitute materials that are cost-effective but still meet quality standards."
Value Engineering: Collaborating with suppliers to identify areas where cost efficiencies can be achieved without sacrificing quality.
This may involve reevaluating product specifications or exploring innovative manufacturing processes."
Supply Chain Efficiency: Ensure efficient transportation and inventory management, minimizing unnecessary holding costs and reducing lead times of procurement material.
Cost-Benefit Analysis: Conducts thorough cost-benefit analyses.
This involves weighing the potential cost savings against any associated risks and ensuring that the chosen course of action aligns with Namib Poultry's quality and safety requirements."
Long-Term Contracts: When appropriate, consider long-term contracts with suppliers to provide cost stability and predictability, especially when there is a stable demand for specific materials.
Continuous Improvement: Continually evaluates the effectiveness of cost-saving strategies, monitors the impact of market changes, and adjusts procurement practices accordingly.
Quality Assurance: Always ensure that cost-saving measures do not compromise the quality and safety of the poultry products. Maintaining stringent quality control standards is non-negotiable.
Compliance: Ensure compliance with all relevant regulations and standards, particularly those related to food safety and product quality.
Continuously analyze market trends and pricing to identify cost-saving opportunities without compromising product quality and safety.

- **Inventory Management**

Demand Forecasting: Forecasting the demand for poultry materials and ingredients based on historical consumption data, production schedules, and market trends. This helps in determining the appropriate inventory levels needed to support production.
Safety Stock: To prevent stockouts and disruptions in production, ensure a safety stock level is maintained.
To ensure that even in unexpected demand spikes or supply disruptions, production can continue without interruption."
Inventory Monitoring: Continuous monitoring of inventory levels with inventory management systems and software to track real-time inventory data.
Order Management: Based on demand forecasts and inventory levels, place orders with suppliers as needed.
The orders should be timed to coincide with production requirements, taking into account lead times and delivery schedules.
Supplier Collaboration: Effective communication with suppliers, work closely with suppliers to establish just-in-time (JIT) delivery schedules or other arrangements that minimize the need for excess on-site inventory.
Inventory Turnover: Calculating and optimizing inventory turnover rates. High turnover rates mean that inventory is used efficiently, minimizing carrying costs. Adjust order quantities and frequencies to improve turnover rates.
Obsolete Inventory: Identify and mitigate the risk of obsolete inventory. This involves monitoring the shelf life of perishable materials and ingredients and implementing strategies to use or dispose of items before they become obsolete.
Cost Control: Strike a balance between maintaining an adequate stock to meet production needs and minimizing these holding costs.
Waste Reduction: Efficient inventory management also contributes to reducing waste. Ensuring that materials are used before they expire or spoil.
Continuous Improvement: Inventory management is an ongoing process. Continually reviews and refines inventory practices, making adjustments based on changing demand patterns, market conditions, and production requirements.
Integration with Production: Close coordination with the production department. Align with production schedules to ensure that the right materials are available when needed.
Monitor and manage inventory levels, ensuring appropriate stock levels are maintained to support production needs while minimizing excess inventory.

- **Quality Assurance**

Quality Standards and Specifications: Establish clear and comprehensive quality standards and specifications for all materials and ingredients used in poultry processing plant. These standards should align with regulatory requirements and the company's internal quality policies.
Supplier Evaluation: When selecting suppliers, consider not only cost and reliability but also the supplier's ability to consistently meet the established quality standards. This involves evaluating the supplier's quality control processes, certifications, and track record.
Collaboration with Quality Control Team: Work closely with Quality Control professionals at Namib Poultry to communicate quality requirements to suppliers and ensure alignment between procurement and quality control efforts.
Quality Audits and Inspections: Conduct regular quality audits and inspections on incoming materials.
Documentation: Ensures that all relevant quality-related documentation, such as certificates of analysis, certificates of compliance, and inspection reports, are collected and maintained for auditing and traceability purposes.
Supplier Feedback: Collaborate with suppliers to provide feedback and guidance on meeting quality requirements.
Continuous Improvement: Continually assesses and improves procurement practices to enhance the overall quality of materials and ingredients.
This includes updating quality standards based on evolving industry regulations or customer expectations.

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Risk Management: Assesses and mitigates risks related to the quality of materials. This includes identifying potential risks such as contamination, adulteration, or supply chain disruptions that could impact quality.

Compliance: Ensure compliance with relevant food safety and quality regulations. Stays informed about changing regulations and work to ensure that all procurement activities align with legal requirements.

Traceability: Establish and/ or manage a robust traceability system. This allows for the tracking of materials from their source to the final product, enabling rapid identification and recall of any materials that may pose a safety or quality risk.

Communication: Ensure effective communication with the Quality control team.

Any quality issues, deviations, or changes in supplier performance should be communicated promptly to ensure timely resolution."

Collaborate closely with the Quality Control team to ensure that materials meet established quality and safety standards.

- **Compliance**

Understanding Regulations: This includes knowledge of food safety regulations, environmental regulations, labour laws, and any other regulations applicable to procurement activities.

Food Safety Compliance: Ensuring food safety. Collaborates closely with suppliers to guarantee that all materials and ingredients meet strict food safety standards. This may involve adherence to Hazard Analysis and Critical Control Points (HACCP) principles, Good Manufacturing Practices (GMPs), and other industry-specific standards.

Environmental Regulations: Environmental regulations, including waste disposal, emissions, and sustainability standards, must be adhered to. Evaluates suppliers to ensure they meet environmental compliance requirements and seek sustainable sourcing options where possible.

Ethical Sourcing: Responsible for verifying that suppliers engage in ethical business practices, including fair labour practices, humane treatment of animals (if applicable), and responsible sourcing of raw materials.

Auditing and Documentation: Regular audits and documentation. Maintain records of supplier compliance, conduct audits when necessary, and ensure that all relevant documentation, such as certificates of compliance and sustainability reports, is up to date.

Training and Education: Provide training and education to procurement staff and suppliers to ensure that all parties understand and are equipped to meet compliance requirements. This includes training on food safety protocols, environmental practices, and ethical sourcing principles.

Risk Assessment: Identify potential risks related to non-compliance, such as legal liabilities, reputational damage, or supply chain disruptions, and implement measures to mitigate these risks.

Regulatory Updates: Stay informed about changes in regulations. Monitors updates to food safety, environmental, and ethical sourcing regulations and adjusts procurement practices accordingly.

Due Diligence: Access the new supplier's compliance history and track record. This includes evaluating their previous performance with respect to food safety, environmental compliance, and ethical practices.

Contractual Compliance: Ensures that procurement contracts with suppliers include clauses and requirements related to compliance with all relevant regulations and standards. Making compliance an explicit contractual obligation.

Reporting: Compliance reporting. Responsible for generating reports to demonstrate compliance with various regulations and standards to management, internal stakeholders, regulatory authorities, and external certification bodies.

Ensure compliance with all relevant regulations and standards in procurement activities, including food safety, environmental regulations, and ethical sourcing.

- **Employee Management**

Team Building: Build and structure a capable and motivated procurement team.

This involves hiring, training, and developing team members with the skills and competencies required for successful procurement operations. Ensure the stock control team adhere to daily stock control functions.

Setting Clear Expectations: Establish clear and specific expectations for the team regarding their roles with key performance indicators (KPIs) and goals that align with the company's objectives.

Communication: Ensures that team members are well-informed about company policies, strategies, and changes in procurement processes.

Mentorship and Training: Serve as a mentor and coach to the team. Provide guidance, share expertise.

Delegation: Delegating tasks and responsibilities appropriately. Assigns tasks based on team members' strengths and expertise and responsibilities, empowering them to take ownership of their work.

Accountability: Hold Team members accountable for their performance and actions.

This includes recognizing and rewarding achievements and addressing performance issues promptly."

Performance Evaluation: Conduct performance evaluations to assess individual and team performance against established KPIs and goals.

Lead and mentor the procurement team, fostering a culture of excellence, accountability, and continuous improvement.

- **Budget Management**

Develop and manage the procurement budget, tracking expenditures and identifying cost-saving opportunities.

- **Reporting**

Generate and analyze procurement reports to provide insights to senior management to make informed decisions.

- **Stock Control**

Receiving of final product, bin allocation, and applying FIFO & FEFO

Manage Stock controllers and ensure daily stock control functions are adhere to

Daily, cycle, and month end stock take

Supplying of SOH levels to sales. (Stock available that can be sold)

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- **General**

- Adhering to the correct placement of incoming items on designated shelves / in bay location.
- Correct completion of all relevant GRV, COC and COA documentation.
- In-time capturing of Delivery Notes and Invoices for payment processing.
- Correct inspection-upon-delivery of goods and documentation.
- Accurate daily issues and returns to / from Buffer Store location.
- Handling of all consumable and PPE Effective supervision of Packaging Store Assistants when performing tasks in the Store.
- Accurate weekly cycle and month-end physical inventory count of Packaging Store requisitions.
- Performing any additional Ad Hoc tasks as and when required by Management.

MINIMUM QUALIFICATION AND EXPERIENCE

- Grade 12 (NQF 4) with the minimum requirements.
- Bachelor's degree in supply chain management, business administration, or related field.
- Five (5) years of proven experience in procurement management within the Fast-Moving Consumer Goods Industry and/or Similar Field.
- Knowledge of food safety regulations, quality control standards, and procedures.
- Knowledge of procurement software and tools.
- Fully computer literate. (MS Office Suites with advanced Excel)
- Namibian citizen or eligible for a Work Permit and/or Permanent Residence.
- Valid Code BE driver's license with own reliable transport.
- Highly proficient in written and spoken English with demonstrable business communication skills.
 - Being bilingual will be an added advantage.
- Willing and able to work alternating shifts /overtime, alternating weekends, and on Public Holidays as and when required.

The company offers a competitive salary and market-related employee benefits.
Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.
Candidates who qualify for the above position should send a short CV to the HR department.

Email: HRSalaries@npi.com.na

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: PROCUREMENT MANAGER
ONLY APPLICATIONS WITH THIS SUBJECT LINE WILL BE CONSIDERED.

CLOSING DATE FOR APPLICATIONS: 20TH OF OCTOBER 2023