

**RIDA**<sup>®</sup>  
GROUP

# WE ARE HIRING

Procurement Senior Executive



**Closing Date : 20th of July 2022**

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**Head Office Address:**

Resident 13/782, Kafouri Block 6, Khartoum  
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**[www.ridagroup.com](http://www.ridagroup.com)**



## Background

**RIDA Group is headquartered in Khartoum, Sudan, it is a mining-based group with business operations in Sudan and several other countries in the African continent. The group aspires to be one of the top 5 mining corporations in Africa. To ensure the realization of its vision and mission, the Company has adopted, developed and managed a diversified portfolio as one of its strategic goals. In line with this goal, the Company has embarked on an aggressive drive to develop new profitable business activities and business entities locally and overseas, both in mining and mining-related services as well as other sectors.**

## Job Title:

# Procurement Senior Executive

**Business Unit:** Supply Chain

**location:** RIDA HQ Khartoum Kafouri

## Qualifications & skills :

- 7-12 Years' Experience
- BCs Degree In Relevant Fields

## Key responsibilities:

- Communicate with supply chain departments in different operating companies to collect their requirements from overseas markets as early as possible.
- Develops overseas procurement plan
- Conduct supply market research and sourcing on regular based and for new requirements
- Communicate with different operating units to finalize the specifications and evaluating offers
- Getting the required approval for the different stages in procurement processes
- Using the appropriate procurement methods according to procurement policy
- Apply, procurement policies, guidelines and procedures and highlight any potential or actual discrepancy
- Obtaining offers from overseas markets and analyze them
- Qualify shipping lines, forwarders, customs clearance agents and insurance companies to facilitate the movement and clearance of shipments
- Follow up with the relevant parties to collect the accurate and complete documents to facilitate the import procedures.
- Update the supply chain departments in different operating companies with the status of their orders
- Raise regular reports according to supply chain reporting system of Rida Group
- Develop and negotiate commercial contracts