

TALENT ACQUISITION

Company Description

Asanko Gold Ghana Limited Ghana Ltd. ("AGGL") is a joint venture between Asanko Gold Inc. and Gold Fields. The primary asset is the multi-pit Asanko Gold Mine complex, located in the Ashanti region of Ghana. Asanko Gold Inc. are the managers and operators of the Asanko Gold Mine.

AGGL is seeking to employ a suitably qualified person to fill the role below.

The purpose of the role is to ensure that management systems, processes, policies and resources within the Contracts Administration Unit are in place and strategically aligned to ensure value for money and in meeting the medium and long-term demands/needs of the Company.

Position: Unit Manager – Contracts

Key Responsibilities:

- Arrange and negotiate contracts and play a lead role in the management of same in line with established policies, procedures and best practice;
- Proactively manage all the contract processes end-to-end ensuring value-for money, contractor compliance with the technical and commercial terms throughout the duration of the contract, the avoidance of all forms of liabilities on the Company and the relevant party, as well as ensure the timely processing for payment of all agreed and verified charges;
- Be the custodian of all major Contracts entered into by Asanko Gold Ghana by way of ensuring the proper and correct documentation and filing of all contracts in the Register, as well as tracking and retrieval of same for all activities including the tendering process;
- Conduct economic analysis, cost modelling, TCO analysis in support of assigned strategic sourcing events & bid evaluation;
- Develop credible business case for sourcing initiatives, supported by market data, commercial objectivity and relevant business and technical factors;
- Pursue continuous improvement through the identification and implementation of improved ideas and innovations in the administration, managements, execution and evaluation of all contracts;
- Develop and implement new concepts, methodologies, policies, procedures and standards that support Contract Management best practices and ensure that they are implemented and maintained throughout the department whilst recommending appropriate actions/learning points to senior management across all relevant departments;
- Enhance the decision-making processes of management through the provision of timely value-adding reports and feedback utilising key performance indicators (KPIs) including cost, schedule, productivity amongst other variables;
- Support the Supply Chain function by providing inputs into the development and review of systems, policies, procedures, practices and guidelines related to area of responsibilities;
- Train, coach, and mentor team to deliver superior performance whilst building professional relationships with internal and external stakeholders to ensure the delivery of proposed solutions.

Desired Skills & Experience

- ❑ Degree or HND in Commerce, Supply Chain and Logistics or equivalent qualification from a recognized tertiary institution;
- ❑ Post-graduate qualification e.g. MBA, MSc in Contracts Management would be an added advantage;
- ❑ A professional member of the Chartered Institute of Purchasing and Supply (CIPS) or any relevant professional certification;

- ❑ Minimum of 5 years' contract administration experience at management level within the mining or extractive industry;
- ❑ Demonstrable working knowledge of procurement & supply chain in the Mining or related industry;
- ❑ Demonstrable proof of managing and developing teams;

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- ❑ In-depth knowledge in Contract drafting and verification of contract execution prior to payment;
- ❑ In-depth knowledge in Ghanaian contract laws and regulations;
- ❑ Excellent working knowledge of corporate governance & ethical practice;
- ❑ Possess strong analytical, critical thinking, negotiation techniques and problem solving approaches;
- ❑ IT savvy with in-depth usage of Microsoft SUITES (Word, Excel, PowerPoint, etc.);
- ❑ In-depth working knowledge of relevant ERP Systems and database management;
- ❑ Medically fit for the position and environment;
- ❑ Valid Ghanaian Driver's license.

Application Process

When applying, please follow the guidelines below to maximise the success of your application:

1. Include an introductory paragraph in your covering letter explaining why you believe you are suited to the role you are applying for
2. Limit your CV to 4 pages
3. Your CV must include demographic detail, qualifications, work experience and a minimum of two referees
4. List your most recent positions first
5. Include copies of relevant, original certificates and academic records
6. Please ensure you email applicants@asanko.com when applying for a job.
7. Please put the job title you are applying for in the email subject line.

Applications, together with detailed curriculum vitae and proof of qualifications, should be submitted by the deadline date to:

Unit Manager – HR & Administration, Asanko Gold Ghana Limited
No. 4, Sir ArkuKorsah Road, Airport Residential Area,
P. O. Box CT 6153, Accra-Ghana.

Or email: **applicants@asanko.com**

CLOSING DATE: 12th May, 2020.

Please note: only shortlisted candidates will be contacted.