

## Exciting Job Opportunity.

Hima Cement Ltd. is a subsidiary of Bamburi Cement Ltd. which is a member of the Holcim Group. Holcim is the leading producer of building materials in the world. At Hima Cement, our Vision is "To be the preferred provider of cement and concrete based building solutions in East Africa with a strong focus on customer experience."

Hima Cement works with all actors in the building and construction industry in Uganda – manufacturing and supplying a wide range of building and construction solutions designed to meet housing and construction needs from small projects like individual home buildings to major construction and infrastructure projects. Whether supplying high-quality cement to a craftsman or helping leading architects explore and deliver creative possibilities, Hima is committed to providing solutions that fit the needs of all its clients

In order to achieve the above objectives, Hima Cement limited seeks to recruit a motivated and competent Geocycle Supply Chain Coordinator as indicated below;

**Job Title** : **Geocycle Supply Chain Coordinator**  
**Vacancy Code** : **GSCC01**  
**Reporting line** : **Country Head of Geocycle**  
**Duration** : **Full time**  
**Duty Station** : **Kampala**

### Job Summary:

The Geocycle Supply Chain Coordinator is responsible for supporting the day-to-day Geocycle operations ranging from planning, forecasting, optimization, logistics, payables and receivables, reporting, Geocycle administration and communication with Geocycle stakeholders. She/he will work closely with the logistics transport development manager by ensuring effective backhaul of materials to the plant, and focusing on maintaining the alignment of operations to Geocycle and the company objectives.

### **Key Duties and Responsibilities**

- Adhere to all the Health and safety compliance rules in the designated working area.
- Plan AFR movement across the region to ensure no stock-outs are experienced.
- Coordinate timely resolution of issues related to supply chain (AFR contracts, timely pickups of AF) this includes coordination with Hima Plant and Tororo Grinding Station.
- To implement and monitor performance of policies of various business resources, making suitable reviews and recommending changes to be effected while highlighting challenges.
- Progress tracking of the forecast targets against the actual performance in areas of business operations such as coffee husks collection per area and per miller to ensure optimal efficiency.
- Inventory management within the required stock levels.
- Provide continuous clear communication of the forecast numbers for AF, track changes and assumptions.

- Coordinate with Finance and Procurement for quick payment of the suppliers through timely PR/PO creation process.
- Develop relationships with our suppliers, report all complaints and follow up on the complaint resolution.
- Responsible for Geocycle documentation of all correspondences (Internal and External), processes and policies.
- Needs to constantly communicate with the suppliers on a daily basis to be able to secure to AF and organize for its immediate transportation.

### **Required Qualifications skills and attributes.**

#### **Educational Requirements**

- Bachelors in Business Management/Administration, Logistics, Supply Chain, Procurement or related course.
- 1-2 years' experience in a busy process or heavy industry environment.
- Computer literacy particularly in Visco, Access and Excel packages

#### **Technical Competencies**

- Must be pro-active, possess problem-solving skills, be a quick learner and able to work under pressure.
- Good understanding of logistics management, specifically relevance and role played in a manufacturing company.
- Must be self-motivated, aggressive and flexible. Able to adapt to changes in the business environment.
- Capable to adhere to well defined deadlines.

#### **Profile & Personal Qualities**

- Assertive, good interpersonal skills and a proven team player.
- Ability to work in a diverse workforce.
- Ability to follow procedures in a methodical manner-organized and disciplined.
- Capable to adhere to well defined deadlines.
- Result oriented

#### **How to apply;**

Hima cement will offer a competitive remuneration package to the successful candidate. Candidates that know that they meet the above criteria and have what it takes to excel in the above position, should send their CVs, which should include details of email address (if any), present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **10<sup>th</sup> June, 2022. (Email your application and CV to [career.applications.hima@lafarge.com](mailto:career.applications.hima@lafarge.com) and let's save the environment).**

#### **Key Notes:**

- 1. Hima Cement Limited is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process*
- 2. Make sure that your application letter, CV and certificates are attached as one document*
- 3. Indicate the Vacancy Code as the subject for your email*
- 4. Only shortlisted candidates will be contacted*
- 5. Any form of canvassing will lead to automatic disqualification.*

**The Human Resource Manager – Corporate**  
**Hima Cement Ltd, Plot 838 Namanve Industrial Park**  
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