

## MERCIA LEBURU-TSAWANE CURRICULUM VITAE

**Address:** 19 Mosiliki Section Katlehong Alberton 1431 Johannesburg. Contact

**No.:**+27769614964. **E mail:** [mercialeburu@gmail.com](mailto:mercialeburu@gmail.com)

### SUMMARY

I have been in the Procurement Management, Supply Chain and Project Management for more than 15 years, working with both Private and Government Department. I have occupied various positions with various companies, from the Buyer's position Senior Buyer; Contracts Manager; Commodity Specialist; Strategic Sourcing Specialist; Procurement Supervisor to the Procurement Consulting position. I currently champion enterprise development programme for the PRASA Group.

I have developed Contract Management Strategies and Negotiations tools.

I have an understanding of Project Procurement Management: Planning purchases and acquisitions; Needs that requires outsourcing were identified; Sources for obtaining the required goods and services, market research and analysis; Identification of resources; Selection and evaluation;

I have Developed and Implemented Procurement Consulting Methodology Successfully:

I have applied International Sourcing and Procurement leading practices on systems, processes and structures and their impacts on people, process and technology, governance and organisation as a whole.

### SKILLS ACQUIRED

- Strong People and Leadership Management skills;
- Excellent Communication skills;
- Strong networking, consultation and negotiation skills;
- Integrated change and transformation management;
- Interpersonal skills;
- Project management;
- Computer literacy;
- Conflict management;
- Strong analytical skills;
- Problem solving skills;
- Ability to develop sourcing strategies
- SCM Government: Demand, Acquisition, Logistics and Disposal Management
- Policies and Procedures
- Tender Management
- Evaluation, Adjudication and Preparation of submissions
- Strategic Sourcing
- Vendor Performance Systems and Management
- Inventory and Stock Management
- Commodity Management
- Understanding of Corporate Governance
- Understanding Public Financial Management Act
- Understanding of the Broad Black Based Economic Empowerment

Use of Tools such a as the Porter's Five Forces, PEST (Political, Economic, Social, Technological) and SWOT (Strengths, Weaknesses, Opportunities and Threats).

- **Phase 1:** Business Analysis to understand client's needs
- **Phase 2:** Market Research for reliable vendors and to obtain services in a cost-effective manner
- **Phase 3:** Process Mapping-To increase operational efficiency
- **Phase 4:** Cost Analysis – To contribute to the bottom line, profit
- **Phase 5:** Value Analysis, recommended that service providers add value and ways to reduce costs
- **Phase 6:** Findings and Recommendations: Delivered Progress Report on monthly basis.

## EDUCATION

### Katlehong High School

Matric 1989, full time student

### Witwatersrand Technikon

#### National Diploma, Packaging Management 1991- 1993

Major Subjects:

- Purchasing Management
- Packaging Management
- Management practice and principals

### Witwatersrand Technikon

#### B. Tech Degree, Purchasing Management 1997-1998

Subjects:

- Purchasing Management Higher Level
  - Projects Management
- Advanced Strategic Management
- Logistics Management

### MBA Dissertation - Pending

– Completed Theory (MANCOSA)

### Current: Six Sigma Green Belt (2KO INTERNATIONAL)

### COMPUTER LITERACY

- Ms Word, Ms Excell, Ms Project, Powerpoint
- SAP R3

## EMPLOYMENT HISTORY

October 2012 to Current Passenger Rail Agency Of South Africa (PRASA)

Position: Strategic Sourcing Specialist

### Key Performance Areas

Pre-bidding stage

RFQ/ Tender Management

- Pre-bidding stage and Bid Specification Committee
- Procurement and Tender management Cycle
- Contract Negotiations and Award

Spend analysis

- historical usage analysis of goods or services
- supplier positioning
- supplier historical analysis
- transaction cost analysis
- critical nature of products.
- Future spend analysis
- forward/expected usage of goods and services
- trends in the market.

Market analysis

- assessment of the market capability
- analysis of power dependency in supply chains
- analysis of individual marketplaces
- supplier preferencing – PPPFA, BBBEE and PFMA
- relative positioning of your organisation
- supply chain cost analysis
- the nature of the market
- appropriate type of sourcing
- strategy - global, regional or local
- potential size of the supply base.

**Reason For Change:** Need to add more value in the procurement field

January 2008 to August 2012 – (Procurement Consultant – Freelancer)

### Key Performance Areas

#### Pricewatercoopers (PWC)

Position: Procurement Consultant – Contract

Duties: Develop E- Learning and Procurement Training for Tactical, Strategic and Project Sourcing for ESKOM.

### **Manyeleti Business Consulting**

Position: Procurement Consultant (Freelancer)

- Tender Advertisement
- Supplier Short-listing
- Tender Evaluation
- Supplier Negotiations
- Supplier Selection and Contract Award
- Developed Policy manuals, SOP's
- Health and Safety Consulting
- Business Consulting

### **Aberdare Cables Johannesburg**

Position: Procurement Consultant (Freelancer)

- Electrical and Mechanical Buyer
- Strategic Sourcing and Contracts Management

### **Blue IQ: Innovation Hub: Procurement Consultant (Freelancer)**

- Contract Agreement
- Vendor Management
- Strategic Sourcing
- Tender and Contracts Management

Provided end-to-end support for services procurement, including the ability to:

- source,
- procure,
- manage,
- deliver, Pay
- and analyse spending

(reduced, and spend can be analysed through standard and tailored business reporting capabilities.

### **2007 – Nov 2008 Palabora Mining (Group Member of The Rio Tinto)**

Position Procurement Supervisor (Management)

#### **Key Performance Areas**

- Staff Supervisor and Delegation
- Approve purchase orders
- Approve staff leave on SAP
- Inventory and Stock Control
- Procure Maintenance Services
- Staff performance, assessments

- Weekly and monthly report writing
- Tendering and contracts management
- Spend Analysis Management
- Relationship management
- Sourcing and commodity Management
- Monitor Contract Management Policies and Procedures
- Manage Supplier performance and non-conformances

**Reason for leaving:** Relocation

## 2006 – 2007 Tshimologo Pty Ltd

Position Procurement Consultant (Freelancer)

### Key Performance Areas

- Supply chain and procurement consulting
- Procurement policies
- Tender and Contracts Management
- Saving strategies
- Centralized and decentralized purchasing
- Tendering processes and Contracts Management
- BEE audits
- Strategic Sourcing

**Reason for leaving:** Contract Completed

## 2004 – 2006 Total Facilities Management Company (TFMC) (Area)

Position Commercial Specialist - Management

### Key Performance Areas

- Developed Strategic Sourcing Plan
- BEE Supplier development and Spend Management
- Contracts negotiations
- Stock and Inventory management
- Tracing and tracking of Maverick spend
- Disposal of Assets and Property
- Commodity Management
- Industry Research and benchmarking
- Contract development and management
- Supplier quarterly review
- Supply chain working process development (RACI)
- SLA's development for customers and suppliers
- Total cost of ownership analysis (Saving methods)

- Monitor non-conformance on health and safety issues
- Supplier Performance and reviews
- Contract Negotiations

**Reason for leaving:** To explore Procurement Consulting opportunities

#### **Key Performance Areas**

- Developed a strategic Sourcing plan and strategy
- Demand Planning, Forecasting and need analysis
- Participation in the Bid specification Committee
- Managing Open and Closed tenders
- Developed a Fraud Prevention Plan
- Developed a Procurement Risk Plan
- Chairing the Evaluation Committee and Submitting Recommendations to the Adjudication Committee
- Contract management and Administration
- Developed a Commodity Strategy
- Bulk purchasing and contract negotiations
- Ensuring the optimal utilisation of operational budgets through efficient procurement Strategy
- Managed a team of 10 buyers
- Managed and Delegated work to buyers
- Managed a team of 10 buyers

**Reason for leaving:** Run Family Business

#### **Year 2001 – 2002 SITA- Erasmuskloof**

Position Contracts Manager

#### **Key Performance Areas**

- Provides responses to bids, proposals and contract negotiations.
  - Negotiating, analysing, preparing and revising contracts
  - Prepares requests for proposals for distribution to vendors.
  - Develops a set of standard contracts for the company.
  - Analyses all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures.
  - Ensures that contracts are executed in accordance with corporate guidelines.
- 
- Analyzes a contract's risk to the business.
  - Visits client sites and meets with business partners.

- Monitors the performance of each signed contract and develop SLA's. Ensures that business goals are accomplished by contract implementation.
- Trains and supervises other contract professionals.
- Communicates contract implementations to subordinates.
- Ensures that contracts are in line with corporate goals and objectives.
- Leads contract negotiations and manages all changes in and addendums to existing contracts.
- Identifies potential improvements to existing policies.
- Prepares reports on the status of contracts for management.
- Conducts special projects as assigned.

**Reason for leaving:** Career Advancement – Team Leader Position

### Year 2000 – 2001 Air Products, Kempton Park

Position Senior Buyer - Management

#### Key Performance areas

- o Cost savings through identification and negotiating contracts
- o Provide commercial related advisory services assistant buyers and internal customers
- o Managing contracts and projects
- o Provide training to buyers- purchasing ethics and practises
- o Foreign and Local buying
- o Sourcing suppliers and vendor appraisals
- o Warehousing and distribution of physical stock
- o Reduce stock level
- o Demand Management and forecasting to analyse the needs
- o Acquisition management through the Total Cost Of Ownership
- o Logistics Management deals with codification of items and setting of inventories.
- o Budget monitoring and cost allocations
- o Managing assistant buyers

**Reason for leaving:** Career Advancement

### Dec 1998 – May 2000 Sentech Honeydew (Signal Distribution SABC) Honeydew

Position Senior Buyer – Junior Management

#### Key Performance Areas

- Material Requirement Planning of electrical and mechanical spares machinery and equipments.
- Negotiating and managing contracts for both local and international suppliers, the contract value ranges between R25m and R50m per annum.
- Supplier development

- Managing, consulting with project managers and also planning logistics for incoming materials transported by ship/rail/road
- Local and Foreign buying – liaise with freight forwarders
- Handled – Disposal Of Stock – with the help of assets division
- Formulation of purchasing policy and procedures
- Handling and calculating of total cost of each payment option including depreciation and tax implications with the help of finance staff.
- Developed procurement systems that ensured material availability of good quality at best prices. Supplier evaluation on MS Excel

**Reason for leaving:** Career advancement

**March 1996 – Nov 1998 Henkel Alberton**

Position Technical Buyer

- Local buying, planning of stock : electrical and mechanical
- Call-Off Contracts Management
- Developed Savings methods and Strategies
- Identification and Sourcing and of small, medium, and micro enterprises

**Reason for leaving:** Career advancement

**Feb 1995 – Feb 1996 Alusaf BHP Billiton Richards Bay**

Position Assistant Buyer

- o Negotiate supply, service and maintenance contracts mainly for Ad-hoc purchases such as: consumables, equipment spare parts and tools
- o Procure the above-mentioned goods and services using SAP R/3 Business Management System
- o Reviewing procedures and system tasks
- o Coaching users in using SAP R/3 system (Materials Management)
- o Supplier audits, evaluation , appraisal and development
- o Achieved average of 10% cost savings on purchase agreements negotiated.
- o Improved employees SAP R/3 (MM) knowledge
- o Contributed to availability of good quality, goods and services
- o Help stores in formulating effective purchasing strategy for stationery to reduce stock

**Reason for leaving:** Career Advancement and Further Education

## ACCOMPLISHMENTS

- ☑ Crafted procurement value proposition targeting cost savings, customer service, and contractual / regulatory compliance.
  - ☐ Employed Palabora Mining cost improvement criteria
  - ☐ Achieved 50% improvement in customer and 96% improvement in employee satisfaction during initial year at Palabora Mining.
  - ☐ Managed 4 Senior Buyers, 4 Junior Buyers and 3 SCM Administrators in operations, supply discipline and quality assurance procedures for GSSC.
  - ☐ Developed strategic plan to transform division to customer focused, results driven organisation.
  - ☐ Completed organisational spend analysis to facilitate development of strategic sourcing strategies.
  - ☐ Implemented organisational structure that featured "cradle-to-grave" contract management.
  - ☐ Eliminated 10-year-old closeout backlog and reduced procurement lead times by more than 35%.
  - ☐ Improved customer satisfaction; customer service rating increased from 59% to 86%.
  - ☐ Developed and implemented best in class Supplier Relationship Management processes
  - ☐ Built department and established procurement policy/procedures and supply chain strategy for all enterprises.
  - ☐ Implemented supplier optimisation and improve contract management system.
  - ☐ Formed strategic relationships for critical materials and services suppliers to encourage cost reductions.
  - ☐ Deployed eProcurement sourcing processes to reduce costs and eliminate maverick spend.
  - ☐ Procured a variety of large equipment and services utilising a various contract methods.
  - ☐ Developed and implemented process improvements for more effective and efficient contracting
  - ☐ Initiated Capability Briefings with contractors
  - ☐ Proactively and efficiently monitored customers budget while handling a myriad of large procurements on their behalf.
  - ☐ Assumed newly created role to develop and oversee supply management policies, procedures and controls.
  - ☐ Vetted and qualified vendors and suppliers; negotiated preferred relationship agreements
  - ☐ Managed procurement staff with dotted-line responsibility for accounts payable staff
  - ☐ Supervised Procurement Department at Palabora Mining Company
  - ☐ Managed RFQ, RFP, RFI processes
  - ☐ Maintained vendor database and vendor performance System
  - ☐ Drafted and implemented all Procurement policies and procedures
  - ☐ Conducted procurement audits at Palabora Mining
  - ☐ Managed BEE Spend
  - ☐ Prepared programme operating budgets, budget reports, and other financial reports.
  - ☐ Oversaw all operations of the Tshimologo Consulting
  - ☐ Developed, monitored, and updated purchasing policies, procedures, and activities
  - ☐ Streamlined and centralised the RFP process under the Purchasing Department;
  - ☐ I have implemented and standardised the contract extension process, and working with ITC to create a series of systems to better manage the procurement, award, and contracting process
  - ☐ Improved my knowledge on Business Processes by studying Six Sigma Course.

	Reference 1	Reference 2	Reference 3
<b>Company</b>	<b>PwC</b>	<b>TFMC</b>	<b>IDC</b>
<b>Name</b>	Belinda Phuti	Thulani Zwane	Sbongiseni Mbatha
<b>Position</b>	Procurement Consultant	Audit Manager	Senior Manager
<b>Contact No.</b>	071 230 6896	084 631 5952	011 269 3494