

**CELIA JORDAAN  
PRINCIPAL PROCUREMENT ADVISOR  
ICHIBAN COMMERCIAL SOLUTIONS PTY LTD**

**SYNOPSIS OF EXPERIENCE**

**1. AUSTRALIA**

**Principal Procurement Advisor at Ichiban Commercial Solutions Pty Ltd  
July 2015 – date**

Procurement Advisory services to business, procurement and entrepreneurs in the area of tenders, commercial contract development, review and negotiation, capability building and risk management. Mentoring business owners.

Preparing, developing and submitting government tenders for clients.

Project procurement assistance in the area of contract development and contract execution.

Working in the area of Indigenous Procurement.

Clients include construction and project clients, transport and logistics providers, not-for-profits, SMEs, the agricultural sector, mining and resources industry and professional service providers.

Celia has been providing procurement support to the BVCJV WP180 upgrade project team on an ongoing basis since June 2017, assisting with contract development, procurement reporting, developing of procurement procedures and general procurement support.

Since July 2018, Celia has been delivering tendering and risk management workshops for small business as part of the Small Business Development Corporation's Business Local program. Ichiban Commercial Solutions have been awarded a three-year contract as part of the Business Local panel.

Since November 2018, Celia has been providing procurement support to BMT Australia as part of its new mercury waste treatment facility in Australia. Celia furthermore stepped in as interim director for BMT Australia since September 2019, managing the project completion, start up and operation of the facility until September 2020.

**Interim Managing Director at BMT Australia Pty Ltd  
September 2019 – September 2020**

Supporting BMT Mercury Technology as interim Managing Director of its Kwinana Mercury Treatment Facility.

BMT Mercury Technology commenced its operations in the Netherlands in 1991 and has been providing total mercury and NORM management solutions to the industry since that time. The company is a leading mercury waste management specialist that purifies, treats and recycles mercury contaminated waste substances which are hazardous by-products of the oil and gas, gold mining and power generation industry.

**Chief Judge, WAITTA INCITE Awards  
March 2017 – date**

WAITTA INCITE is the Western Australian premier technology awards and draws together volunteers of the highest caliber within the ICT industry to organise and manage the judging and awards process.

## **Supply Chain Manager at Tronox**

### **December 2011 – June 2015**

Part of the global supply chain team, Celia managed and lead the major contracts, contracts (full life cycle procurement) and stores at Tronox's Chandala and Cooljarloo sites. She was responsible for the negotiating and commercial management of the major mining contract, logistics, warehousing and energy (coal, gas and electricity) contracts for all Australian sites over the full life of these contracts. The commercial management included regular performance review meetings of major contracts.

Celia was also responsible for international procurement requirements from countries such as China and the US.

As Supply Chain Manager she was able to (directly and indirectly through her team) to demonstrate significant annual cost savings and process optimisation through commercial, negotiation and strategic initiatives.

## **Services/Contracts Manager at AngloGold Ashanti January 2011 – September 2011**

Management and development of all services contracts for the Sunrise Dam and Tropicana sites.

Responsible for the commercial management of the open pit mining contracts, setting up the day-works contract and set up the labour hire contracts. She was specifically appointed to assist with getting contracts done as there was a massive backlog in getting contracts negotiated and implemented.

Management of dedicated Indigenous work group contracting.

Celia worked on a retainer basis with the open pit for approximately six months prior to being employed by AngloGold Ashanti.

## **Principal HSE Consultant at Ultimate Safety Solutions Australia August 2009 – January 2011**

Providing strategic HSE and risk advice to clients; facilitation of risk management and training workshops; business improvement projects.

Worked on a retainer basis for the Anglogold Ashanti Open Pit for approximately 6 months.

As Principal HSE Consultant, Celia consulted in risk, OHS management, coaching and mentoring, auditing for the complete range of clients. She did various safety and risk projects within Iron Ore for BHP Billiton Iron Ore and Rio Tinto. She also completed a business development project ("The Way We Work") for the Sunrise Dam Open Pit Manager which involved the development of a "briefcase" detailing the processes, systems, monitoring and review and interfaces required for the way the open pit operates. It is as a result of the success and simplicity of the project that Celia attracted the attention of the General Manager of Sunrise Dam, leading to her employment at AGAA (as detailed above).

The key elements as Principal HSE Consultant included:

- Providing strategic HSE advice;
- Coaching and mentoring of client workforces on sound HSE practices;
- Development of HSE Management systems that meet and company and legal requirements;
- Facilitation of business, project and task specific risk assessments using proven risk assessment methodologies;
- Training and facilitation of HSE management systems, Leadership Training and Risk Management.
- Business improvement projects.

**Risk Champion and Contractor Management at BHP Billiton April 2007 – July 2009 Business Risk Champion for the Ravensthorpe Nickel Options Study after Ravensthorpe's closure in January 2009;**

Contractor Management Superintendent - responsible for implementing contractor management processes, demobilising contractors off site post Ravensthorpe shutdown as well as finalising demobilisation/termination claims;

Risk Champion – implementing business risk processes at Ravensthorpe, facilitated risk workshops, managed project risk management requirements for capital projects. I also worked as part of the RNO Options Study Project team, leading the risk management requirements for the options study.

In 2008, post commissioning but whilst ramping up, there was approximately 1500 contractors on site. The contractor management role was created as a role to ensure systems, processes and procedures were applied consistently across site for the different contractors but also for contractors providing services across different departments.

The Contractor Management Superintendent role facilitated the set up of consistent systems and processes for onboarding and managing contractors on site and included:

- Management of contractor management business area on site – consisting of 8 subordinates;
- Development and implementation of contractor management partnership and alignment process for the more than 1500 contractors on site;
- Development and implementation of contractor management structure and procedures on site to ensure consistency in the application of systems and procedures between contractors and between different departments and ensure site entry requirements developed and implemented;
- Coaching and mentoring of RNO and contractor contract owners;
- Development of demobilisation process and structure at suspension of operations;
- Demobilisation of contractors from site after the suspension of operations at RNO – most contractors demobilised within six weeks after suspension of operations (no incidents or accidents during the demobilisation process);
- Cleaning up issues regarding contractors over-charging;
- Finalisation of termination for convenience and demobilisation claims.

## **2. THE NETHERLANDS**

**LLM in International Business Law Coordinator at Leiden University June 2001 – March 2003**

Coordinate and develop LLM in International Business Law course structure; student management, lecturing of selected courses.

Due to personal circumstance, I became a stay home mum in 2003 until we moved to Australia at the end of 2006. In this time, I did mediator training (in Dutch), took up learning Spanish and did a Latin refresher course.

## **3. SOUTH AFRICA**

**Legal Advisor at Columbus Stainless March 1996 – January 2001**  
In-house legal counsel.

**Attorney at Brandmuller-Taljaard Attorneys October 1994 – March 1996**

**Civil and criminal litigation, general legal advice, contracts.**

**Article Clerk at Jonker Smit Attorneys January 1993 – October 1994**

**Civil and criminal litigation, general legal advice, contracts.**

**Junior Legal Advisor at JCI Limited January 1992 – December 1992**

#### **4. VOLUNTEER WORK**

**Mentor**

**Since November 2016 – December 2018**

Celia mentored female business owners as part of the Rare Birds Mentoring Program.

#### **5. CONTACT DETAILS**

Celia Jordaan

**Ichiban Commercial Solutions Pty Ltd**

Mobile: 0439 518 910

Email: [Celia@IchibanCommercialSolutions.com.au](mailto:Celia@IchibanCommercialSolutions.com.au)

LinkedIn: [www.linkedin.com/in/celiajordaan](http://www.linkedin.com/in/celiajordaan)

Website: [www.IchibanCommercialSolutions.com.au](http://www.IchibanCommercialSolutions.com.au)