



VACANCY

PROCUREMENT OFFICER C2

Namibia Press Agency (NAMPA) is looking for Procurement Officer who will be reporting to the Head: Finance.

Purpose of the Job

Responding to internal needs in obtaining goods and services to support operational requirements, assisting to develop an integrated purchasing. To implement and oversee the management of all NAMPA property and assets affairs, the proper maintenance of facilities and equipment of NAMPA as well as management of procurement of goods and services for the institution.

Key Responsibilities:

- Procurement procedures and practices governing the acquisition of goods and services for the Agency evaluated and applied in accordance with the NAMPA policy and the Public Procurement Act.
- Minutes of the Internal Procurement Committee meetings prepared within three (3) days of the meeting
- Copies of all documents relating to tenders (to facilitate subsequent review, audit and decision making) safeguarded
- Potential suppliers identified and vetted suppliers submitted to the Internal Procurement Committee for approval.
- Employees advised and guided on the best practices for procurement and contracting, as well as compliance with the Procurement Policy and Procurement Act monitored
- Assistance in developing and maintaining corporate procurement systems such as the procurement plan and tender register provided to the supervisor
- Highest level of ethical standards for fair and equitable treatment of suppliers providing good and services to the Agency applied
- Tender advertisement prepared and processed.
- Tender checklist compiled and a list of interested service providers maintained.
- Liaison with the departmental heads or their nominees in facilitating and coordinating any tender process maintained
- Tender award letters prepared and issued to successful bidders within three (3) days of the award

Competency Requirements:

- Competencies in Supply chain and Procurement management.
- Assertive, decisive and critical and analytical thinking.
- Sense of accountability
- Good interpersonal and customer service orientation.
- Good computer skills

- Self-Starter

Education and Experience Requirements:

- Diploma in Business Administration, and or equivalent qualification in Procurement and Supply Chain Management
- Two (2) years relevant experience in procurement and Supply Chain environment.

Closing Date of Application: 19 May 2023

Interested candidates should forward their comprehensive CV to admin@nampa.org or recruitment@nampa.org

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek

Only short-listed candidates will be contacted. No documents will be returned.