

CAREER OPORTUNITY PROCUREMENT OFFICER

Business Unit: External Procurement
Location: Windhoek
Duration: Permanent after six months' probation

About CPBN:

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) with the mandate to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for the public entities. In pursuing its vision to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

Purpose of the job

To provide support to the Procurement Specialist in respect of planning, and implementation of the bidding process in accordance with the Public Procurement Act. This role further manages the implementation of procurement awards as directed by management.

Key accountabilities

- Pre-vet Individual Procurement Plans [IPPs] and Standard Bidding Documents [SBDs] as submitted by Public Entities within a given timeframe;
- Ensure that the bidding process is in compliance with the Public Procurement Act, (Act No. 15 of 2015);
- Support the Unit in conducting pre-bid meetings;
- Support the Procurement Specialist in providing technical advice to the Internal Procurement Management Unit;
- Draft end of activity reports, assess procurement objectives and make recommendations how to improve the process to achieve best value for money;
- Keep track of the entire procurement process (Planning Phase, Invitation For Bids (IFB), Evaluation, Board Adjudication, Procurement Awards, Procurement Contracts);
- Assist with the monitoring of the implementation of procurement contracts awarded;
- Support the Business Units' strategic initiatives;
- Perform any other functions as directed by the Procurement Specialist or any other authorised person.

Minimum education

- Bachelor's degree in Procurement or Supply Chain Management or equivalent;
- Registration as a CIPS professional will be an added advantage.

Minimum experience

2 – 3 years' experience in a support role within a procurement related environment.

Technical Competencies

Knowledge of the Public Procurement Act and Regulations, Supply Chain Management, Contract management and Project Management.

General Competencies

- Analytical and Research Skills;
- Stakeholder Engagement Skills (internal and external);
- Excellent Communication (oral and written) and Problem solving skills;

Personal Attributes

- Adaptable, flexible and resilient, able to cope with the pressure of managing the demands of a high volume of work and meeting deadlines;
- People and service centered;
- Result-oriented, Emotional Intelligence, Innovation and Creativity;
- Ethics and Integrity;
- Ability to work independently and under pressure.

Salary package

- An attractive Total Cost to Company salary package negotiable and commensurate with the experience and qualifications is offered.

Address applications to

The Manager: Human Resources: Postal address, PO Box 23650 Central Procurement Board of Namibia, Windhoek.
Hand deliver: Mandume Park, 1 Teinert Street, First Floor, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

CLOSING DATE: 12 February 2021

Applicants in "Designated Groups" especially people with disabilities, who are able to perform the required duties are encouraged to apply.

NB: Interested candidates should submit a cover letter, comprehensive CV (5) pages maximum with certified copies of educational qualifications and identity document.

Only shortlisted candidates will be contacted for interviews.

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE