

## CAREER OPORTUNITY SENIOR 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 execution 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;
- Ensure that the bidding process is in compliance with the Public Procurement Act, 2015;
- Support the Unit in conducting pre-bid meetings;
- Support the Procurement Specialist in providing 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;
- Support the Unit in monitoring compliance with the Public Procurement Act, 2015;
- Support the Business Units' strategic initiatives.
- Perform any other functions within your abilities as directed by the Procurement Specialist.

### Minimum education

- Bachelor's degree in Engineering (Civil, Electrical, Mechanical) or equivalent;
- Registration as professional in the area of specialization;
- Certification in Public Procurement will be an added advantage.

### Minimum experience

- 5 years' experience in the field of Civil, Electrical or Mechanical Engineering in a position where procurement, budgeting and supplier contract management was core. Preference will be given to candidates with at least 2 years supervisory experience.
- Experience in infrastructure procurement will be an added advantage.

### Technical Competencies

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

### General Competencies

- Excellent Communication (oral and written) and Problem solving skills;
- Analytical, research and preparation of complex specifications and Stakeholder Engagement Skills (internal and external).

### 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 SUBJECT TO VETTING/SECURITY CLEARANCE**