

About CPBN:

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act (PPA) No. 15 of 2015 (as amended) 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 mission to ethically manage procurement on behalf of public entities, the CPBN is inviting independent members of the public to apply for inclusion in our database of experts to serve as Bid Evaluation Committee (BEC) Members on an ad hoc basis.

EXPRESSION OF INTEREST

BID EVALUATION COMMITTEE MEMBERS

Main Purpose

- Bid Evaluation Committee (BEC) Members play a critical role in safeguarding the integrity of public procurement by ensuring transparency, fairness and efficiency in the procurement process. The BEC contribution directly impacts the successful implementation of national development projects.
- The BEC is responsible for evaluating bids in accordance with applicable procurement requirements and preparing comprehensive, evidence-based evaluation reports with recommendations to the Board to support informed decision-making by the Board.

Education and experience requirements

- Graduate degree in any discipline.
- 3 years relevant experience.

Selection Requirements

To ensure the highest standards of competency, all interested candidates must meet the following requirements:

- Namibian citizens (Independent members of the public).
- Certificate of Conduct from NAMPOL.
- **Compulsory Training:** Attend formalized and structured training sessions prior to database inclusion.
- **Competency Assessment:** Write and pass a competency test with a minimum score of 60%.

Key results

- Technical evaluation of bids.
- Timely execution of evaluation of bids.
- Compliance with the PPA.

Key Responsibilities

- Evaluate bids in accordance with the PPA.
- Ensure high professional and ethical standards are met during the evaluation process.
- Support the timely implementation of national projects through disciplined and accountable evaluation timelines.
- Adhere to standardized evaluation processes and performance monitoring.

General competency requirements

- Integrity: must uphold the CPBN's core value of "Procuring with Integrity".
- Professionalism and Ethics: Maintain high ethical standards throughout the evaluation process.
- Accountability: Commitment to structured oversight and performance monitoring.
- Accuracy, Attention to detail, Proactive and Self-Motivated.
- Ability to prioritize workload and meet agreed deadlines.
- Trustworthy, Discreet and able to keep confidential information.

How to Apply

Please apply through the NIEIS website at the following link: <https://nieis.namibiaatwork.gov.na/>

Required Documentation for application

- Cover letter
- Curriculum Vitae (CV)
- Certified copies of Academic Qualifications
- Certified copy of Identity Document (ID)
- Certified copy of certificate of conduct issued by the Namibian Police

Remuneration

- Remuneration for BEC Members is paid per bid evaluated. The applicable rates are determined in accordance with the cost structure approved by the Minister of Finance.

CLOSING DATE: 12 JUNE 2026