

CENTRAL PROCUREMENT BOARD OF NAMIBIA

JOB PROFILE

Job title: Procurement Specialist – Infrastructure & Utilities/Civil, Mechanical/Electrical Engineer

Duty Station: Central Procurement Board of Namibia, Windhoek

Commencement date: as soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects 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

public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

To provide the Board with advice, analysis and recommendations within area of expertise (mainly infrastructure and utilities) to enhance the decision making capacity of the Board in respect of adjudication and evaluation of bids, policy making, compliance monitoring and capacity building activities

to enable CPB of Namibia to achieve its mandate.

Specific duties:

He or she will have the following responsibilities and functions:

Qualifications, Skills and Competencies:

- Knowledge of the Public Procurement Act 15, 2015
- BSc (Eng) or Quantity Surveying Degree qualification plus a relevant Master's degree;
- 5 years' experience in a senior management position in the infrastructure procurement and contract management within the public service of which at least three years would have been involved in procurement process such as development of tender documents, determination of specifications, standards and evaluation of tenders.
- Registered as either a Professional Engineer and or a Construction Project Manager with the required professional councils.
- Technical procurement knowledge skills, especially relating to infrastructure development projects.

- Good interpersonal skills, a good understanding of the government environment
- Strong analytical / diagnostics skills
- Sound Financial Skills
- Experience with developing strong working relationships
- Effective communications skills (written and verbal)
- Assertiveness and decisiveness
- Negotiation
- Integrity
- Discretion in the handling and management of sensitive information
- Creative approach to process improvement

CLOSING DATE: 31 AUGUST2018

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
NO E-MAIL APPLICATIONS WILL BE ACCEPTED

ADDRESS FOR SUBMISSION:

HAND DELIVERY:

MANDUME PARK
1 TIENART STREET WINDHOEK
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE