

CENTRAL PROCUREMENT BOARD OF NAMIBIA

JOB PROFILE

Job title: Registry Officer

Duty Station: Central Procurement Board, Windhoek

Commencement date: As soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board of Namibia

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

This position executes the daily functions of the records and information management of CPBN in accordance with relevant Acts, procedures and ensure compliance thereof.

Specific duties

He or she will have the following responsibilities and functions:

- Ensure that all files and documents are checked in and out of the system in accordance with current procedures.
- Ensure filing of documentation is undertaken on a frequent basis.
- Identifying and retrieving information and documents for users
- Recording file and document movements
- Labelling storage locations, and assembling and labelling new files
- Removing inactive and dead files
- Operate office machines in relation to the registry function.
- Process documents for archiving and disposal
- Maintenance of the storage area.
- Smooth running of the registry office.
- Storage and retrieval of documents and files.
- Liaising with other departments for transfer and disposal of records.

Qualifications, Skills and Competencies:

- Diploma in Office Administration or equivalent;
- A minimum of three (3) years in a registry or office environment

- Computer literacy (Microsoft Office Package and others)
- Ability to work in teams or individually, in a busy environment
- Excellent written English, and the ability to present material in writing and orally for a range of audiences and levels of formality
- Ability to learn new concepts, practices, and software efficiently and effectively with appropriate guidance
- High standards of accuracy, consistency, and attention to detail
- Discretion in the handling and management of sensitive information
- Ability to prioritise and respond effectively to competing demands
- Creative approach to process improvement

CLOSING DATE: 31 AUGUST 2018

ENQUIRIES: 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 Teinert Street
WINDHOEK

POSTAL ADDRESS
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE