

CAREER OPORTUNITY

PROCUREMENT SPECIALIST: GOODS AND SERVICES

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 support the PPM Executive with the development of Departmental plans, procedures, processes, workflows, SOPs.
- To execute the plans by ensuring that technical expertise is provided to enable CPBN to function effectively during the planning, the awarding and contract implementation, monitoring and evaluation.
- To provide advice of a technical nature and make recommendations to the Board through the PPM Executive and the Deputy Administrative Head.
- To advise and provide guidance to Public Entity representatives in respect of appropriateness and accuracy of documentation, processes, flow charts and timelines related to their procurements submitted to CPBN as required by the PPA no 15 of 2015.

Key accountabilities

- Assist PPM Executive with short and long-term strategic planning and development of systems/policies/procedures of the Department;
- Ensure strategic alignment and customization of the IPPs and SBD for each procurement project;
- Implement project management principles and techniques throughout the procurement cycle;
- Ensure that the bidding process is in compliance with procurement legislation and legal frameworks throughout the procurement cycle;
- Conduct research and assess the supply chain environment to advise on procurement strategies to follow to achieve best value for money;
- Oversee procurement contracts implementation;
- Execute Departmental strategic initiatives;
- Oversee the performance of staff through mentoring and coaching;
- Prepare and provide monthly and quarterly reports to the Executive: Public Procurement Management

Minimum education

- Honours Degree in Procurement, Supply Chain Management, Business Administration, Logistics and Public Administration specializing in public procurement.
- Professional membership with the Chartered Institute of Procurement and Supply (CIPS) is a must; and
- Certification as a procurement professional with an internationally recognized body such as Chartered Institute of Procurement and Supply (CIPS) (Level 3) will be an added advantage.

Minimum experience

- Eight (8) years' experience in procurement, administration and contract management of which three (5) years should be at a supervisory level.

Technical Competencies

- In-depth knowledge of public procurement legislative and regulatory requirements, Supply Chain Management, Contract Management and Project Management;
- Understanding of Namibian and global markets dynamics for goods, services, ICT.
- Good understanding and application of project Management principles and techniques

General Competencies

- People management skills;
- Research and preparation of complex specifications, evaluation criteria, and contract documents;
- Excellent Communication (oral, written and presentation) and Interpersonal Skills;
- Analytical and Problem solving skills;
- Stakeholder Engagement Skills (internal and external).

Personal Attributes

- 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 oriented;
- Logical/Critical Thinking, attention to detail, Process/Project management oriented/Kaizen;
- Result-oriented, Emotional Intelligence; Teamwork and high-performance standards.
- Integrity, professionalism, Accountability
- Ability to work independently and under pressure.

Salary package

- An attractive Total Cost to Company salary package negotiable and commensurate with 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: 23 July 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