

CENTRAL PROCUREMENT BOARD OF NAMIBIA

JOB PROFILE

Job title: Procurement Specialist: ICT

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Three (3) years (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 on ICT procurement 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 to achieve its mandate.

SPECIFIC DUTIES:

He or she will have the following responsibilities and functions:

- Carry out pre-vetting of Individual Procurement Plans & Standard Bidding Documents before submission to Board;
- To have stakeholders' consultations with Public Entities on their respective procurement submissions.
- Guide entities on the development of ICT procurement strategies and documentation including procurement plans;
- Identifies and analyse services compliance risks in ICT procurement and keep a risk log to mitigate such across the system;
- Assist in the development of criteria for evaluation of ICT bids that ensures value for money from respective Bidders; and
- Provides procurement process advice for ICT purchasing activities to Entities;

QUALIFICATIONS, SKILLS AND COMPETENCIES:

- Bachelor's Degree in IT or equivalent certifications;
- Minimum six years of professional experience in ICT.
- Procurement experience of which at least 1 year would have been involved in procurement process such as vetting of bid documents, determination of specifications, standards and evaluation of bids.
- ICT Technical Skills, ICT Risk & Compliance Management and IT Security Exposure
- Technical procurement knowledge skills

- Strong analytical / diagnostics skills
- Excellent IT skills, including word processing, spreadsheet, and presentation packages
- Ability to work with range of people, 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: 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 TEINERT STREET
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE