



CAREER OPORTUNITY

PROCUREMENT SPECIALIST: ICT, GOODS & SERVICES

Business Unit: Public Procurement Management

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 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 Legal and Compliance Executive with the development, administration and monitoring of CPBN's Compliance & Risk Programs in relation to policies, operational procedures and the extent to which they are aligned to the relevant laws thus facilitating the work of Auditors and the Risk and Compliance Committee of the Board

KEY ACCOUNTABILITIES

- Design and Implements departmental plan as aligned to the strategic plan, annual plan and action plan.
- Support the Legal Executive with the implementation of compliance and risk programs in relation to policies, operational procedures of CPBN.
- Maintains compliance risk assessments and compliance risk management plans for prioritized regulatory items.
- Develops and reviews compliance frameworks, policies, plans and tools.
- Identifies compliance risks related to regulatory and statutory and ensure that the CPBN complies thereof.
- Develops and implement an annual compliance plan.
- Conducts compliance audits by collecting information and identifies bottlenecks to non-compliance.
- Compiles compliance reports and recommends remedial actions on issues identified.
- Compiles quarterly compliance reports for EXCO and ARC Committee.
- Tracks Tracks monthly progress in order to re-assess and review the compliance issues.
- Identify critical compliance areas and threats, recommends and implements remedial actions.
- Liaises with Executives to identify compliance champions for each department
- Develops and Implement compliance monitoring programs to contribute to the organization's robust and effective compliance controls.
- Monitors compliance activities in relation to applicable laws, regulations and internal policies
- Investigates irregularities and non-compliance issues.
- Documents findings and follows up with management so that issues can be rectified
- Recommends corrective actions – prescribing and escalations/ Highlights or escalates areas of concern.

MINIMUM EDUCATION

- A Degree (NQF 7) in Business Administration, Law, Compliance, Risk Management, Auditing or equivalent
- A Postgraduate qualification (NQF Level 8) will be an added advantage.
- Certifications by International Compliance Association (ICA) will be an added advantage.

MINIMUM EXPERIENCE

- At least 5 years' experience in a Risk or Regulatory Compliance related environment.
- Certifications by International Compliance Association (ICA) will be an added advantage.

COMPETENCIES

- Knowledge of public procurement and other applicable legislations and regulations
- Excellent communication (verbal and written)
- Excellent drafting and reporting skills
- Understanding of the legal framework in which the CPBN operates
- Integrity and ethical standards
- Analytical thinking and ability
- Attention to detail.
- Ability to assess risks and recommend corrective action.
- Knowledge of CPBN's operations and related plans
- Independence and teamwork
- Knowledge of the functioning of the legal unit
- Problem solving and effective negotiation.
- Knowledge of all CPBN Policies
- Understanding of Corporate Governance and Compliance

SALARY PACKAGE

- An attractive Total Cost to Company salary package negotiable and commensurate with experience and qualifications is offered.

ADDRESS APPLICATION TO:

The Manager: Human Capital: Postal address, PO box 23650 Central Procurement Board of Namibia, Windhoek.
Hand deliver: 8161 Julius Nyerere Street, Southern Industrial, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

CLOSING DATE: 14 DECEMBER 2023

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