



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 Public Procurement Management (PPM) Unit in the development of strategic departmental plans, procedures, processes, workflows, and Standard Operating Procedures (SOPs). Execute departmental plans and provide technical expertise and recommendations to the Board through the PPM Executive to enable CPBN to function effectively during the planning, awarding, contract implementation, and monitoring and evaluation phases of the procurement cycle. The position also advises Public Entity representatives on the appropriateness and accuracy of documentation, processes, and timeliness as required by the Public Procurement Act of 2015 (Act No. 15 of 2015) as amended. This position further manages the implementation of procurement awards as directed by the Board.

KEY ACCOUNTABILITIES

- Formulate and implement the Public Procurement Management Unit's strategies, policies, departmental plans, processes and systems through commercial insight, market or commodity expertise and/or added value supply chain management that support CPBN's long and short-term strategic objectives.
- Prepare and implement the annual budget and monitor and control such expenditure.
- Perform strategic alignment and customization of the Individual Procurement Plans (IPPs) and Standard Bidding Documents (SBDs) per procurement project (e.g. evaluation criteria) to the objectives of Section 2(b) of the PPA and motivate such to the Board.
- Oversee pre-bid meetings, site visits, bid opening sessions and review related reports.
- Liaise with other functional units to secure the required advice, support and knowledge about the impact of legislation on Public Procurement compliance matters.
- Advise the Bid Evaluation Committees (BECs), Board Technical Committee, Board either directly or through the PPM Executive on procurement related matters within the procure ment area of specialization.
- Oversee procurement contract implementation and timeously report on progress, challenges and risks.
- Train, coach and develop direct subordinates within the Unit.
- Prepare end of activity reports, assess whether the procurement objectives have been achieved and make recommendations on how to improve the process to achieve best value for money.

MINIMUM EDUCATION

- An Honours Degree (NQF 8) in Procurement, Supply Chain Management, Logistics, Economics or Business Administration.
- Certification as a procurement professional with an internationally recognized body such as Chartered Institute of Procurement and Supply (CIPS) (Level 3) or equivalent will be an added advantage.

MINIMUM EXPERIENCE

- At least 6 years' experience in procurement and supply chain of which 3 years should have been at a middle management level.
- In-depth knowledge of Public Procurement Legislative and Regulatory Framework.
- Proven experience managing supply chain and procurement operations.
- Advanced understanding of technical matters surrounding procurement of goods/services and supply market dynamics.
- Advanced understanding of diverse procurement projects

TECHNICAL COMPETENCIES

- Advanced knowledge, interpretation and application of the Public Procurement Act of 2015 (Act No. 15 of 2015) as amended and Regulations
- Strategic Business acumen
- Practical knowledge and application of procurement principles
- Contract Management
- Proven Negotiation & Leadership Skills
- Advanced Project Management Skills
- Analytical Skills
- Understanding Market and Supply Chain Analysis

PERSONAL COMPETENCIES

- Advanced Communication and Interpersonal Skills
- Complex Decision-making and Problem-Solving Skills
- Leadership and stakeholder engagement
- Strong work ethic
- Technological savvy
- High levels of confidentiality
- Result-oriented and attention to detail
- Emotional Intelligence
- Ethics and high integrity
- Initiative & Resilience
- Confidence & Diplomacy
- Innovation & Creativity

SALARY PACKAGE

- An attractive Total Cost to Company salary package, 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: 21 APRIL 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



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