

## **PROCUREMENT OFFICER (GOODS & SERVICES) X 2** **PROCUREMENT OFFICER (PROCUREMENT ADMINISTRATION)**

**Business Unit: PUBLIC PROCUREMENT**

**Location: Windhoek**

### **About the Central Procurement Board of Namibia (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) as amended 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 mission 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.

### **Job Description**

The role of the procurement officer: Goods and services is to render administrative support to the Senior Procurement Officer by coordinating planning and implementation of the bidding process in accordance with the Public Procurement Act 15 as amended.

### **Minimum Requirements**

- Bachelor's Degree (NQF 7) in Procurement, Logistics and Supply Chain Management, Business Administration, or related discipline.
- 3 years of experience in procurement, supply chain management or contract management.
- Certification as a procurement professional with an internationally recognised body such as Chartered Institute for Procurement Supply (CIPS) (Level 3) or an equivalent will be an advantage.

### **Technical Competencies**

- Knowledge of Public Procurement Act as amended & Regulatory requirements
- Supply Chain Management
- Understanding of Goods & Services, and market dynamics
- Understanding of the Namibian business environment in which CPBN operates
- Research & Preparation of complex specification solicitations & contract documents

**Salary package:** Market-related Salary.

CPBN invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications to:

E-mail: [recruitment@cpb.org.na](mailto:recruitment@cpb.org.na) On email applications please enter the title of the position in the subject line.

### **Address applications to:**

The Manager: Human Capital  
Central Procurement Board of Namibia  
PO Box 23650  
Windhoek

Enquiries: Ms. A. Nghifikepunye. Tel: (061) 447747

**CLOSING DATE: 06 JUNE 2025**

Only shortlisted candidates will be contacted for interviews.

**SUCCESSFUL CANDIDATES WILL BE SUBJECTED TO VETTING/SECURITY CLEARANCE.**