



The Namibian Competition Commission (NaCC) is established in terms of the Competition Act (Act No. 2 of 2003). The Commission is looking for a dynamic, hard-working, proactive, and forward-thinking individual to assist the Commission in achieving its strategic objectives as defined in its Strategic Plan. Persons, regardless of gender, religion, or disability status and who meet the below mentioned requirements and attributes are invited to apply for the following position:

### **EXTERNAL ADVERTISEMENT**

Graduate Intern: Procurement and Administration

#### **Job purpose**

The Procurement and Administration Graduate Intern will provide support to the Procurement and Administration Officer in various procurement, administrative, and asset management tasks, ensuring all activities are conducted in compliance with the Public Procurement Act, Act 15 of 2015 as amended and related regulations. This is an excellent opportunity for a recent graduate to gain practical experience in a dynamic and regulated environment.

#### **Key Responsibilities**

##### **Procurement Support**

- Assist in obtaining quotations from suppliers, ensuring compliance with the Public Procurement Act's requirements for competitive bidding.
- Assist in preparing purchase orders and related documentation, ensuring all documentation meets the standards required by the Public Procurement Act.
- Maintain and update supplier databases, ensuring all suppliers are registered and comply with the requirements of the Public Procurement Act.
- Assist in ensuring adherence to procurement standards and procedures as outlined in the Public Procurement Act and related regulations.

##### **Administrative Support**

- Assist in processing invoices and delivery notes.
- Maintain accurate records of procurement activities, ensuring all records are compliant with the requirements of the Public Procurement Act.
- Assist in preparing reports on procurement activities.
- Assist in managing the Commission's mail distribution system.

### **Asset Management Support**

- Assist in recording and labeling assets on the asset register.
- Assist in tracking asset movements and disposals.
- Assist in preparing asset reports.

### **General Administrative Tasks**

- Filing, photocopying, and other general office duties.
- Assisting with the preparation of meetings and presentations.
- Providing support to other team members as needed.

### **Minimum Qualifications and Requirements**

- Bachelor's degree in Procurement, Supply Chain Management.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Basic understanding of procurement principles and practices.
- Willingness to work across different departments and learn on the job.
- Attention to detail and accuracy.

### **Application Procedure**

Interested candidates should submit their application consisting of

- a cover letter.
- certified copies of qualifications; and
- an academic record

### **Closing date: 30 June 2025**

The Commission offers market related remuneration packages commensurate with experience and qualifications. *Persons from designated groups are encouraged to apply.* Interested candidates should upload their résumés, to this link: <https://www.nacc.com.na/vacancies>. Enquiries: Tel: (061) 224622

*The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for short listing. Applicants who do not receive any response within three weeks after the closing date should accept that their applications were not considered favorably.*