

GENERAL WORKER

Business Unit: FINANCE AND ADMINISTRATION

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 General Worker is to sweep, dust all allocated areas according to guidelines/timetables and instructions from the Supervisor. The position is also responsible for serving beverages and preparing boardrooms and Offices for meetings and other gatherings timeously as directed. Also waters and cleans office plants when applicable.

Minimum Requirements

- Grade 10 Certificate.
- 6 months working experience as a cleaner in a corporate environment where professional cleaning is undertaken.

Additional requirements

- Must be able to read and write.
- Must have a clear understanding of the use and handling of cleaning agents.

Technical Competencies

- Proven Communication skills both Written and Verbal (English)
- Ability to follow instructions and work independently
- Strong interpersonal skills and the ability to work in a solid team environment
- Ability to establish effectively working relationships with employees and supervisors
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience and understanding of relevant Health and Safety issues
- Good general health and physical fitness due to requirements of the role

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:

NIEIS website. <https://nieis.namibiaatwork.gov.na/>

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: 22 AUGUST 2025

Only shortlisted candidates will be contacted for interviews.

SUCCESSFULL CANDIDATES WILL BE SUBJECTED TO VETTING/SECURITY CLEARANCE.