

VACANCY



CONTRACT ADMINISTRATOR C2

Division: Finance & Supply Chain
Department: Supply Chain
Job Grade: C2
Location: Walvis Bay



Primary purpose of the position

To provide administrative support for the efficient management and maintenance of contracts, vendor relationships and financial oversight in the Finance and Supply Chain Department at Namdock.

Key Performance Areas

- Manage contract administration
- Collaborate with internal stakeholders to assist with tender filing, record keeping and drafting contracts.
- Review and analyse contract terms, ensuring clarity and compliance with legal and regulatory requirements.
- Maintain a comprehensive database of all contracts, including key dates, terms, and obligations.
- Monitor and report on contract performance and adherence to key performance indicators (KPIs).
- Manage supplier database.
- Assist in evaluating vendor performance against key performance indicators (KPIs).
- Provide administrative support for vendor selection processes and documentation.
- Collaborate with vendors to assist in coordinating deliveries and quality control.
- Assist in identifying financial oversight
- Risk Management support; in identifying potential risks associated with contracts and record them.
- Collaborate with the team for basic contract-related tasks such as dispute documentation.

Critical Technical Competencies for this role.

- Results orientation & Customer Focus
- Process Orientation
- Interpersonal Skills
- Time Management Skills
- Attention to Detail
- Problem Solving
- Knowledge of Contract Administration

Qualification and Experience Required:

- Grade 12 and a National Diploma in Business Administration or Finance Administration at NQF Level 6.
- Three (3) years of experience in Business Administration or Finance Administration.

CLOSING DATE: 17 SEPTEMBER 2025

NAMDOCK will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net. Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

**Only applications received via the portal will be evaluated.
Only shortlisted candidates will be notified. No documents will be returned.**

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998.