

As a leading ICT Player and equal opportunity employer, Telecom Namibia is committed to innovation and service excellence. We are at the forefront of cutting-edge technologies, driving 5G expansion, cloud transformation, and managed cybersecurity services to enhance connectivity across Namibia. Our competitive remuneration and investment in human capital empower our employees to thrive in a rapidly evolving digital economy.

If you are a forward-thinking professional eager to shape the future of telecommunication, we invite applications for the following position:

POSITION:	MATERIALS MANAGER
REPORTING TO:	SENIOR MANAGER: SUPPLY CHAIN
DIVISION:	PROCUREMENT
JOB GRADE:	D2

KEY PURPOSE:

- The position of the Materials Manager is responsible for planning, managing and controlling all of Telecom Namibia's (TN) inventory by ensuring that acceptable policies exist and that the correct procedures are in place to streamline the flow of materials. The Materials Manager manages the MM-module on the SAP R/3 system to enable all stores personnel and end users to carry out their daily tasks concerning all stock.
- The incumbent is required to ensure that all materials needs are satisfied and fulfilled at all times by assuming a leadership role to plan, organize, direct, control and evaluate the Materials Management activities such as Purchasing, Expediting, Material Control/Planning, Logistics, Inspection, and Field Materials Management.
- In addition, the Materials Manager evaluates policies and procedures, and updates where applicable, for smooth running of the Warehouse and the utilisation of corporate resources appropriately by applying extensive and diversified knowledge of materials management practices and principles in work assignments.

KEY PERFORMANCE AREAS WOULD INCLUDE:

- Evaluates and updates the materials management policies, systems and procedures.
- Manages physical inventory and materials including stock and project materials.
- Conducts procurement negotiations and monitors all contracts related to stock to promote sourcing efficiencies and increased service levels.
- Initiates and arranges information sessions with SAP MM Module users.
- Authorizes orders in repairs and decides on which repair agents to make use of.
- Manages the human capital and financial resources.
- Provides recommendations and input into the strategic plan of TN regarding materials management, if required, to the respective Senior Manager.
- Represents the Procurement & Materials Management department on established cross-functional sourcing teams.

KEY EDUCATIONAL QUALIFICATIONS & EXPERIENCE REQUIRED:

Typically, a graduate from a University with a Commercial, Supply Chain, Materials Management or equivalent degree, as well as in-depth experience in the fields of Procurement, Supply Chain and Logistics supported by sound training in a professional environment.

At least 5 years related experience after qualifying, with at least 3 years in a D-Lower Managerial capacity.

KEY KNOWLEDGE REQUIRED:

Supply Chain and Materials Management, Stock control, Staff development, Communication and relationship buildings techniques, Organisational understanding, Materials knowledge, SAP MM Module, MS Office, Law of contract, Supplier's management/ relation, Individual effectiveness, Inventory management strategy, Basic psychology, Business environment Budgeting Business understanding, Training need analysis, Disciplinary procedure.

PERSONALITY REQUIREMENTS:

Methodological and systematic in approach. Analytical and able to identify anomalies and in congruencies. Good administrative ability and able to set up administrative processes and control them procedurally. Relates well to people and is able to build effective business relationships. Logical in approach to problems and able to look at problems from multiple perspectives. Service oriented yet firm in approach and able to follow a consistent, principled approach. Incorruptible and of high personal integrity. Assertive in maintaining core principles.

NOTES TO APPLICANTS:

Applicants requiring further information about these jobs should direct their inquiries to the following persons:

- Snr. Manager: Supply Chain at 061 201 2289

Suitably qualified applicants from designated groups defined in the Affirmative Action Act (1998) are encouraged to apply.

A comprehensive application supported by a detailed CV with copies of educational qualifications should be address to: Mrs. Shirley Harases, The Acting: Human Resources Business Partner, Corporate & Marketing Department: Via the following email address: shirley.harases@telecom.na

Suitably qualified applicants from designated groups defined in the Affirmative Action Act (1998) are encouraged to apply.

Only short-listed candidates will be communicated with, and no personal documents will be returned.

CLOSING DATE: 31 OCTOBER 2025