

EXTERNAL VACANCY



Position : Procurement Officer
Job Grade : Paterson C3
Contract Duration : 3 Year Contract
Business Unit : Finance
Duty Station : Head Office, Windhoek

Job Purpose

The Procurement Officer is responsible for implementing efficient, transparent, and compliant procurement processes in line with the Public Procurement Act (No. 15 of 2015), Regulations, and internal company policies. The role ensures value-for-money sourcing, timely delivery of goods and services, and sound contract and supplier management.

Key Performance Areas

1. Consolidate annual procurement plan (APP) inputs from user departments and maintain the APP throughout the financial year.
2. Develop and issue bidding documents such as Requests for Information (RFI), Requests for Proposals (RFP), and Requests for Quotations (RFQ), ensuring compliance with legal and regulatory requirements.
3. Participate in the review of individual procurement plans (IPP) with regards to the procurement schedule, and the procurement method to follow and to advise departments thereon.
4. Provide support to Bid Evaluation Committee and serve as a secretariat to the Procurement Committee (compile packs, take minutes, and maintain conflict-of-interest registers).
5. Prepare and conduct pre-bid meetings and bid openings, sourcing, maintain opening registers and safeguard submissions.
6. Maintain accurate and up-to-date procurement records, including contracts, procurement reports and minutes, and all related documentation.
7. Ensure all processes conforms to the Public Procurement statutes and internal policies and procedures.

Minimum Experience and Qualifications

- Education: Grade 12 and a Degree in Procurement/Supply Chain Management, Logistics (NQF Level 7).
- Experience: Minimum 3–5 years of practical in procurement (public sector or SOE environment will be an advantageous).
- Other Requirements: Valid Driver's Licence Code B
- Proficiency in ERP/procurement systems (e.g., SAP, Sage, Microsoft Dynamics)
- MS Office Suite (Microsoft Excel, Microsoft Access, Microsoft PowerPoint)

Applicants who meet the requirements must submit written applications accompanied by certified copies of qualifications and supporting documents to:

The Executive: Human Capital Management
Roads Contractor Company Ltd
15 Marien Ngouabi Street,
Windhoek

Alternatively, applicants can forward their applications to Recruitment@rcc.com.na

Enquiries: Ms. Ingrid Benz at telephone (+264-61) 2979000

NB: Women and applicants from previously disadvantaged backgrounds are encouraged to apply. Only shortlisted candidates will be contacted. Please note that no documents will be returned.

Closing date: 07 November 2025