

VACANCY: Graduate: Procurement
(1-year fixed term contract)

DUTY STATION: Head Office, Otjiwarongo

The incumbent reports directly to the Procurement & Store Officer and indirectly to the Senior Procurement & Store Officer and Manager: Finance.

PURPOSE OF THE JOB:

The purpose of the job is to provide efficient and professional secretarial support to the Bid Evaluation Committee and thus ensure the effective administration of procurement process at CENORED.

KEY PERFORMANCE AREAS:

- To liaise with members of Bid Evaluation Committee when organizing meetings as directed by the chairperson of the committee.
- To keep and maintain attendance lists and minutes of all deliberations in arriving at the results of the evaluation.
- To ensure that bids are kept in a secure place.
- To organize the necessary logistics such as meeting place and other office materials as required of which the following skills are minimum requirements:
 - ✓ Filing
 - ✓ Minute taking
 - ✓ Office administration
 - ✓ Keep confidential information
- To keep information in safe custody and maintain proper records.
- Create purchase orders in compliance with the Procurement Policy & Delegation of Authority Policy.
- Assist with sourcing and supplier management
- Verify that all invoices adhere to procurement policy requirements through completion of the procurement checklist.
- Any other administrative duties as assigned by the supervisor

MINIMUM REQUIREMENTS:

- Degree in Logistics and Supply Chain Management or Procurement Management.
- Strictly candidates must hold a qualification with an **aggregate score of no less than 60%**.
- At least one year of practical experience in procurement administration.
- Proficiency in Microsoft Word and Excel

APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- Cover letter/motivation.
- A detailed CV.
- Latest Certified copy of an ID.
- Latest Certified copies of qualifications, testimonials and academic transcripts.

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grooftern Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



CENORED is an equal opportunity Employer, and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 05th December 2025 @ 16h30