

Job Vacancy

Project Management Unit

Position:	Procurement Officer (1 position)
Project:	Circular Integrated Aquaculture–Horticulture Systems for Climate Resilience in Namibia (NamiGreen) Project
Funding:	Global Environment Facility (GEF-8) - Food Systems Integrated Programme (FS-IP); Full-Sized Project; USD7,445,260
Implementing Partner:	Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR)
Location:	Windhoek, with travel to project sites
Contract:	Two-year contract (renewable subject to annual performance review and satisfactory contract performance)
Closing date:	16 October 2026, 17h00 (CAT)
Link to apply:	https://forms.gle/AzyJykdsVUVWemZTA

1. Project Background

The project “Circular Integrated Aquaculture-Horticulture Systems for Climate The project “Circular Integrated Aquaculture–Horticulture Systems for Climate Resilience in Namibia (NamiGreen)” has been approved by the Global Environment Facility (GEF) as a Full-Sized Project under the GEF-8 Food Systems Integrated Programme (FS-IP), with total funding of USD 7,445,260. The project is being implemented by the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR), with support from the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO), under the National Implementation Modality (NIM, UNDP) and the Operational Partner Implementation Modality (OPIM, FAO), from 2026 to 2031.

Namibia’s current food system is heavily reliant on livestock production, contributing to land degradation, biodiversity loss and heightened vulnerability to climate change and water scarcity, which threaten food security and rural livelihoods. The NamiGreen project intends to promote sustainable, integrated aquaculture–horticulture systems as a resource-efficient alternative, advancing circular production systems and sustainable inland fisheries.

The project aligns with the priorities of Namibia’s Sixth National Development Plan (NDP6), including climate adaptation, food and nutrition security, sustainable land

and water management, and inclusive rural development, while supporting gender-inclusive natural resource management and enhancing resilience for marginalized communities and youth. The project targets five priority areas: the Calueque–Oshakati Canal, Kavango West, Kavango East, Aminuis Springs and Neckartal Dam; comprising 23 demonstration sites. It pilots integrated solutions for more sustainable food systems, emphasizing diverse approaches to food systems transformation, reducing the environmental impact of livestock through alternative protein sources, and expanding sustainable aquaculture with explicit links to land-based practices.

2. Scope of Work and Key Responsibilities

The Procurement Officer is responsible for efficient, transparent and compliant procurement and logistics management in line with the Namibian Public Procurement Act, 2015 (as amended) and related regulations, in support of effective project implementation. The role includes developing and implementing procurement plans and strategies; managing tendering processes (RFQs, ITBs and RFPs); evaluating bids; negotiating and administering contracts; maintaining procurement records and registers; supporting the procurement committee; managing supplier queries and complaints; overseeing inventory and asset management; and coordinating logistical arrangements.

Specifically, he/she will carry out the following tasks:

Ensures administration and implementation of the operational strategies:

- a) Full compliance of all procurement activities with the Public Procurement Act, 2015 and its Regulations, and the effective functioning of internal controls and a client-oriented procurement management system;
- b) Map project procurement business processes and elaborate internal Standard Operating Procedures (SOPs) for procurement and logistics, controlling procurement workflows;
- c) Propose and implement cost-saving and cost-reduction strategies in consultation with project management;
- d) Provide researched inputs to contract strategy and strategic procurement, including sourcing strategy, supplier selection and evaluation, quality management, legal considerations and payment conditions;

Organize procurement processes for the project and Responsible Parties (RP):

- a) Prepare the annual project procurement plan and monitor its implementation; prepare and submit semi-annual procurement and sub-contracting plans, consistent with approved work plans, to UNDP and FAO for approval, including procurement by any entity sub-contracted by MAFWLR as Operational Partner;
- b) Organize procurement processes, including preparation and conduct of RFQs, ITBs and RFPs, receipt and evaluation of quotations, bids and

proposals, and negotiation of contract conditions, in full compliance with the Public Procurement Act, 2015;

- c) Ensures goods, works and services are procured and delivered in accordance with the approved work plan and the Project Document;
- d) Implement internal controls to ensure purchase orders are duly prepared and dispatched, with timely corrective action on budget-check errors and other issues;
- e) Provide secretarial services and technical input to the Procurement Committee, and prepare submissions to the Committee and the Project Steering Committee as required;
- f) Maintain complete records of all project procurement, including minutes of meetings, and keep the Commitment and Requisition Registers up to date;
- g) Serve as the channel of communication for handling complaints from suppliers, contractors or consultants, submitting reports to the Accounting Officer;
- h) Maintain and update supplier rosters and implement supplier selection and evaluation;

Inventory and asset management:

- a) Prepare project inventory and asset reports and implement inventory and physical verification controls;
- b) Maintain the inventory of non-expendable equipment procured under the project including description, serial number, date of purchase, original cost, condition and location for attachment to quarterly financial reports and the final report, in line with OPIM requirements;
- c) Support arrangements for appropriate insurance of project equipment and, in cases of damage, theft or loss, prepare comprehensive reports (including police reports where appropriate) for submission to FAO and UNDP;

Logistics, knowledge building and other duties:

- a) Working closely with the Finance and Administrative Officer, organize logistical services, including travel arrangements, subsistence and travel calculations, purchase order preparation, shipments and conference facilities;
- b) Organize procurement training for project and operations staff, synthesize lessons learned and best practices, and contribute to knowledge networks and communities of practice;
- c) Undertake any other tasks assigned by the NPM.

3. Reporting and Institutional Arrangements

The Procurement Officer will work under the overall guidance and supervision of the National Project Manager (NPM) and will receive technical oversight from UNDP and FAO.

4. Minimum Requirements and experience

- a) Honours Degree (NQF level 8 or equivalent) in procurement, supply chain management, logistics, or a related field with a specialisation or advanced certificate in procurement and/or logistics.
- b) Sound knowledge of the Public Procurement Act, 2015 and its Regulations; experience with UN or donor-funded procurement procedures will be an advantage;
- c) A recognized procurement certification will be a distinct advantage;
- d) A valid driver's license (certified copy required with application);
- e) Demonstrated experience working in remote areas across Namibia's regions;
- f) Excellent verbal and written communication skills in English, including the ability to prepare both technical reports and public-facing information;
- g) Experience managing consultants and working effectively within interdisciplinary and multicultural teams;
- h) Proficiency in Microsoft Office applications (Excel, Word and PowerPoint) and software packages SAGE X3 system or another system is an advantage.
- i) Ability to support and coordinate the work of multidisciplinary expert groups.
- j) Fluency in English, including strong report writing and communication skills.

5. Submission

- a) A one-page cover letter
- b) A detailed Curriculum Vitae (not more than 5 pages)
- c) Certified copies of relevant qualifications (qualifications obtained from foreign training institutions must be accompanied by NQA evaluation report).
- d) Certified copies of National ID and Driver's License

6. Application Procedure

Interested candidates should apply via this link:

Procurement Officer: <https://forms.gle/EQQkUrcqEbA8Jfm6A>

Enquiries should be submitted to:

National Project Manager

Email: NPM.Namigreen@mfmr.gov.na

MAFWLR is an equal opportunity employer. Women, youth and members of marginalized communities are encouraged to apply. Only shortlisted candidates will be contacted.