



NAMIBIA FISH CONSUMPTION
PROMOTION TRUST

PO Box 568
SWAKOPMUND

Portion 207
John Ovenstone Street
WALVIS BAY

Tel: +264 64 278 700

EXTERNAL VACANCY

Namibia Fish Consumption Promotion Trust (NFCPT) is looking for a dynamic leader, team player and self-motivated individual to fill the position Procurement Clerk at the Head Office, Walvis Bay. The candidate must be self-managed, result-driven and be able to operate under pressure.

PROCUREMENT CLERK – WALVIS BAY X 1

Purpose of the job:

To provide administrative support to the procurement function.

Key Performance Areas

- Purchase Request Administration
- Quotation Evaluation
- Purchasing
- Store Management
- Vendor Database Management
- Asset Management

Minimum Qualifications/Experience Required:

- Diploma in Logistics, Material Management, Supply Chain Management, Procurement, Business Administration or related qualification. (NQF Level 6)
- A minimum of one (1) year working experience in a similar environment
- Knowledge of the Namibian Public Procurement Act 2015 is mandatory
- A code B driver's license.
- Valid Certificate of Conduct

Qualified or interested persons should forward their comprehensive applications with detailed CV, cover letter, certified copies of educational qualifications and testimonials to:

<https://www.nfcpt.com.na/>

NFCPT is an equal opportunity employer and would like to encourage people with disabilities to apply.

- Enquiries: HR Department: Telephone: 064 – 278717
- **CLOSING DATE: 30th SEPTEMBER 2026**

Note: Only shortlisted candidates will be contacted, and no documents will be returned. No faxed, late and incomplete applications will be considered. Documents not certified by the police/commissioner of oath will not be considered. Should you not be contacted within 3 weeks of the closing date, consider your application unsuccessful.

find us at:



@fishconsumptionpromotiontrust
www.nfcpt.com.na

BRINGING FISH TO THE NATION

Trustees: Suzan Hambelela Ndjaleka (Chairperson), Charlene Hartung, Gideon Thomas, Nicole Klopers

All official correspondence must be addressed to the Chief Executive Officer.