



NAMIBIA
TRAINING
AUTHORITY

PROCUREMENT OFFICER (GRADE C3)

Duty Station: Gobabis VTC (GVTC)

Reporting to: Procurement Specialist

Purpose: To manage the procurement function at the VTC.

Key Performance Areas

- Purchase Request Administration
- Quotation Analysis
- Implementation of Procurement activities in accordance with approved procurement methods
- Drafting of Request for Sealed Quotation Documents
- Secretarial Function to Bid Evaluation Committees

Qualifications and Experience

- A National Diploma in Logistics and Chain Supply Management or related qualification from a recognised institution (NQF Level 6).
- Three (3) years' relevant experience in the Procurement Industry.
- Experience in Public Procurement Act and Regulations will be an added advantage
- Driver's Licence will be an added advantage

Other Competencies

- Communication and Interpersonal skills
- Accounting skills
- Report writing and Negotiation skills
- Organising skills

Closing Date: 29 September 2026

Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**



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The NTA reserves the right not to make any appointment in this position.

