

VACANCY

Position: SENIOR PROCUREMENT OFFICER (1X)
Grade: D1
Location: Head Office, Windhoek

The incumbent will report directly to the Manager: Supply Chain Management & Administration and will provide procurement services to users within NHE that consistently meets quality and availability standards. Secondly, to organise, coordinate, plan, develop and manage the procurement process in accordance with the Public Procurement Act, institute and control supplier agreements and relationships.

Key Performance Areas:

- Coordinate Procurement and Supply Chain Management processes and systems.
- Collaborates with user departments to develop clear and concise technical bid specifications to meet department needs.
- Compile and prepare bidding documents.
- Participate in the review of individual procurement plans with regards to the procurement schedule, and the procurement method to follow and to advise departments thereon.
- Ensure that notices to the bidders are issued in accordance with the NHE's policies, procedures and the PPA.
- Ensure effective and efficient Procurement management process and adherence to the Procurement Management Act, policies and applicable legislation.
- Facilitate and provide Secretarial Services for Procurement/Bid Evaluation Committees.
- Compile the bid evaluation report to facilitate the briefing session to unsuccessful bidders Prepares or completes various forms, reports, correspondence, and other documentation.
- Stock and Inventory Management; Ensure the purchasing of stock items/monitoring and controlling of stock items.
- Oversee Asset Procurement cycle and disposal of assets.
- Maintains lists of active suppliers and the development of suppliers.
- Provide advice on procurement strategies and procedures and directions and advice to team members and give directions in procurement.
- Assess team members performance and guide them in their professional developments.
- Manage and liaise with the Travel Agencies for all International, regional and local travel and accommodation bookings.
- Supervision of subordinates.
- General day to day administration of the procurement management unit.

Skills and knowledge Required:

- Knowledge of basic accounting.
- Knowledge of local indigenous language (added advantage)
- Planning and negotiation skills.
- Assertive, decisive and Analytical skills
- Listening and negotiations skills.
- Financial skills.
- Presentation skills.
- Computer literate (MS Word, Excel, Outlook, PowerPoint).
- Interpersonal and communication and report writing skills.
- Be able to work under pressure and meet tight deadlines.
- Be discrete with a high sense of integrity.
- Fully conversant with the Public Procurement Act and the Public procurement procedures.

Minimum Education and Experience Requirements:

- Postgraduate Diploma in Procurement Management / Degree in Logistics / Procurement / Supply Chain Management or equivalent qualification.
- 5 years' experience in a Procurement environment of which 2 years should have been in a supervisory capacity.
- Must have a valid Code B driver's license.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply. Only shortlisted candidate will be contacted, and no documents will be returned. Applications should be addressed to:

The Chief Executive Officer

Attention: The Executive Human Resources & Strategy
NHE Head Office

7. Gen. Murtala Muhammed Ave. Eros, Windhoek

ONLY APPLICATIONS SUBMITTED VIA THE NAMIBIA
INTEGRADED EMPLOYMENT INFORMATION SYSTEM (NIEIS)
WEBSITE <https://nieis.namibiaatwork.gov.na/> OR NHE
RECRUITMENT EMAIL: recruitment@nhe.com.na.

No hand delivered applications will be accepted.

CLOSING DATE; 10 OCTOBER 2025



National Housing Enterprise

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