



VACANCY

Environmental **Investment** Fund

of **Namibia** | ensuring sustainability

Procurement Officer

Patterson Grade C5 : N\$ 388,593- N\$ 606,205
Permanent Employment

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Procurement Officer**.

Scope

The primary purpose of this position serves to coordinate the activities of the Procurement Unit, which is established in compliance with section 25 (1) (a) of the Public Procurement Act (Act 15 of 2015) and the functions and powers of which are outlined under RAegulation 8 of the Regulations accompanying the Act.

Main responsibility

- Serve as a secretariat for bid evaluation committee and procurement committee and ensure their effective functioning. This will include calling meetings, taking minutes of decisions and maintaining records of such decisions.
- Oversee and monitor the implementation of approved annual procurement plans.
- Provide technical advice on procurement activities to different substantive units, departments and hosted projects during all phases of procurement cycle.
- Support the Unit in conducting pre-bid meetings.
- Facilitate and timeously process source quotations/proposals in relation to the procurement of goods, works and services.
- Draft end of activity reports, assess procurement objectives and make recommendations how to improve the process to achieve best value for money; Procurement Awards, Procurement Contracts);
- Assist with the monitoring of the implementation of procurement contracts awarded;
- Supervise/oversee all aspects of the tender exercise
- Utilize establishment procurement procedures to clarify and solve procurement-related queries from requisitioners.
- Establish and maintain work program and time frames for processing requests in accordance with the procurement manual and inline with the Public Procurement Act No 15 of 2015.
- Prepare a variety of procurement-related documents, contacts, communication and guidelines.
- Perform any other functions as directed by the supervisor or any other authorized person.

Technical Competencies

- Knowledge of the Public Procurement Act and Regulations, Supply Chain Management, Contract management and Project Management will be an added advantage.

Qualifications and Experience

- Bachelor's degree in Procurement, Logistics and Supply Chain Management, Business Administration or related discipline ;
- Minimum 3 years relevant experience;
- Experience in the usage of computers and office software packages SAGE X3 system or another Enterprise Resource Planning (ERP) system is an advantage.
- Experience in managing procurement cases for goods and services in organizations dealing with developmental issues are desired.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, www.eif.org.na/documents/vacancies or through email request, recruitment@eif.org.na.

All applications should comprise of a cover letter, recent CV and copies of qualifications.

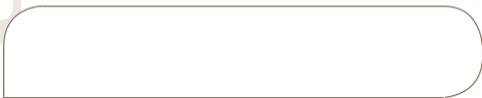
All applications should be directed to:

Electronic delivery and queries:

Ms.Lizl Timbo

Manager Human Resources

Tel: +264 61 4317710



**Or Hand delivery EIF building ,Auas Valley
8933 Heinitzburg Heights**

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. Only shortlisted candidates will be contacted for interviews .

Closing date : 26 May 2023