



Procurement Officer (Six (6) months contract)

Namib Desert Diamonds (Pty) Ltd (NAMDIA) “a public enterprise “is a cutting edge diamond sales and Marketing company, perfectly positioned to create a sustainable route to market a portion of Namibia’s unique and highly sought-after diamonds. Established in 2016 by the Government of the Republic of Namibia.

Duty Station	WINDHOEK
Primary Purpose	To ensure the effective quoting and procurement of goods and services, the processing of invoices according to budget and the management of the stock.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Bachelor’s Degree in Business Administration and Logistics. - NQF Level 7 - Five (5) years working experience in a Purchasing or Procurement Environment
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver’s License Code B
Key Responsibilities	<ul style="list-style-type: none"> - Procurement and Maintenance of goods and services - Supplier performance Management - Supervises and expedite the procurement process - Internal Tender Administration - General Administration , Reports and Record keeping
Competencies/Skills	<ul style="list-style-type: none"> - Good communication and interpersonal abilities - Numeric abilities - Time Management

Detailed Curriculum Vitae, cover letter plus **certified supporting documents** should be emailed to recruitment@namdia.com

NB: Non-Namibian qualifications must be evaluated by NQA.

Applications received after the due date will not be considered.

NAMDIA prescribes to the principles of employment equity.

Kindly take note that we will not accept hand delivered documents.

Closing date for all applications is 30 June 2021