



## Career opportunities

NAMDIA markets and sells ethically sourced Namibian diamonds for the benefit of Namibia and her people. After six years of existence and with this goal in mind, the company begins a new era of business refinement and expansion.

We are presently seeking:

<b>Position</b>	<b>Procurement Officer C2 ( Permanent)</b>
<b>Duty Station</b>	<b>Windhoek</b>
<b>Primary Purpose</b>	<p>To translate and implement the operational procurement processes for implementation within NAMDIA from the Procurement Act requirements. To plan the procurement events indicated for the year together with the Finance Manager. To administer the procurement processes within its delineated categories, guiding procurement initiators in the requirements, while administering procurement progress through the stages ensuring compliance to procedure and criteria.</p> <p>To act as gatekeeper and initial screener of procurement applications/tenders and ensure that all terms are met.</p> <p>To organise and coordinate the procurement bid committee, ensuring agreed constitution, and guiding them through process steps and requirements.</p> <p>To issue a procurement code during contracting under which the financial system will process payments once vetted against the contract deliverables.</p> <p>Ensure integrity of the total procurement process and highlight any deviations not acceptable, and initiate remedies, or stop payments until resolved.</p>
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Diploma in Administration or Procurement Management, and complementary courses appropriate to procurement administration.</li> <li>- NQF Level 6</li> <li>- 4 years' work experience in this area of operational expertise.</li> </ul>
<b>Special Requirements/Licenses</b>	<ul style="list-style-type: none"> <li>- Driver's License Code B</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- NAMDIA Procurement Plan Coordination and Administration.</li> <li>- NAMDIA Procurement Guiding Framework and Process Integrity.</li> <li>- Bidding Process Services and Process Integrity.</li> <li>- Bidding Committee Secretarial Services.</li> <li>- Procurement Contracting Integrity.</li> <li>- Procurement Problem Solving and Support Effectiveness</li> <li>- Ad Hoc Procurement Services</li> <li>- Procurement Change of Requirement Management</li> <li>- Procurement Reporting Effectiveness.</li> </ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"> <li>- Reporting</li> <li>- Planning and Organisation</li> <li>- Advising</li> <li>- Communication</li> <li>- Report keeping and retrieval.</li> <li>- Time Management</li> <li>- Professionalism</li> </ul>

- The deadline for applications is **07 February 2023 at 17h00 local time.**
- Namibian subscribes to the principles of employment equity.
- Non-Namibian qualifications must be accompanied by a Namibia Qualifications Authority evaluation.
- Submissions must be made electronically and submitted via email to: **recruitment@namdia.na**

No hand-delivered applications will be accepted.  
Only shortlisted candidates will be contacted and will be required to undergo a robust selection process.  
No late submissions will be accepted.