

## **VACANCY: ASSET AND PROCUREMENT OFFICER**

*The incumbent will report to the Manager: Estate and Procurement*

**Petersons Grading** : C2

**MINIMUM** : **N\$ 302, 627.00 (Total Employment Cost)**

**MAXIMUM** : **N\$ 393, 416.00 (Total Employment Cost)**

**Employment contract:** Permanent employment

### **PRIMARY PURPOSE**

#### **KEY PERFORMANCE AREAS**

##### **Store Stock Management:**

- Oversee the stock keeping of stationaries, cleaning materials equipment
- Maintain the required stock at maximum level
- Proper record keeping of stock received and material issued
- Perform a monthly stock count
- Compile stock taking monthly report.

##### **Maintain good relationship with suppliers:**

- Manage suppliers accounts by ensuring that deliveries are timely and payments thereof
- Ensure that NIPAM has accounts with suppliers and captured in the suppliers data base.

##### **Tender Administration:**

- Maintain a tender register during collection and submissions
- Ensure that tender documents are available during bidding.

##### **Implement the approved procurement policy and guidelines;**

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Damoline Muruko, Martha Kandawa-Schulz, Modestus Amutse, Petrus T. Nevonga, Emma Kantema-Gaomas, Jason Kasuto, Mekondjo Nghipandulwa

Executive Director: Maria N. Nangolo  
Company Secretary: Brian Chaka

All official correspondence should be addressed to the Executive Director

- Ensure that all procurement requests are approved before being processed and all supporting documents are attached before requisitions are generated on ACCPAC Systems.
- Update annual vendor data base.

**Fleet management:**

- Vehicles management.
- Ensure proper fuel cards records.

**Processing of payments;**

- Ensure that all monthly utility payments are timely processed before cut-off dates;
- Daily creation of requisitions and purchase orders.
- Perform end to end payment

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Degree in Supply and Logistic Management, Economics Trade or equivalent qualification.
- Minimum of 3 years relevant experience in property, supply and logistic related settings.
- The candidate should be well vested in procurement negotiations skills customer management as well as good communication skills.
- The incubate should be knowledgeable and capable to interprets the Public Procurement Act (Act No. 15 of 2015).
- Computer literate with knowledge in ACCPAC and D-BIT System.

Namibian citizens meeting the criteria are encouraged to submit a detailed curriculum vitae and supporting documents, together with a covering letter stating the position applied for should be send to the e-mail address indicated below. Please note that certified copies of qualifications and identity documents need to be supplied. At least 2 contactable references should be provided. Short-listed candidates shall be informed days following the closing date and shall be subjected to a thorough recruitment process including and structured interviewing processes.

**Detailed curriculum vitae should be emailed to [recruitment@nipam.na](mailto:recruitment@nipam.na).**

The closing date for this application is **FRIDAY 23 AUGUST 2019 at 16:00.**

NIPAM is an equal opportunity employer

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