



EXTERNAL ADVERTISEMENT

TEMPORARY PROCUREMENT OFFICER – 6 MONTHS FIXED TERM CONTRACT

The incumbent will report to the Senior Procurement Officer.

PRIMARY PURPOSE

The position is responsible for procurement services of NIPAM.

KEY PERFORMANCE AREAS

- Procurement Planning
- Procurement Operations
- Compliance and Governance
- Record Management
- General Administration

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Bachelor of Procurement and Supply Chain Management or equivalent qualification (Namibia Qualification Framework Level 7).

NIPAM is an equal opportunity employer and encourages applications from designated groups (previous racially disadvantaged persons, women and persons with disabilities), in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998).

Note: All foreign obtained qualifications must be accompanied by an evaluation from Namibia Qualification Authority. Applications should include an Application Letter, Curriculum Vitae, certified copies of academic record and Identification document or passport.

Directors: Amb. Emilia Mkusa (Chairperson), Evelyn Zimba Naris (Vice-Chairperson), Petrus T. Nevonga, Dr Delvaline Mowes, Matthew Gowaseb, Emmanuel S. Masule, Magreth Mengo, Jan J. Nitschke, Morien Kambala, Michael Mutonga

Executive Director: Dr Heroldt V. Murangi
Company Secretary: Brian Chaka

All official correspondence should be addressed to the Executive Director

The closing date for applications is **15 May 2026 at 16:00 PM**. Applications should be delivered to:

Namibia Institute of Public Administration and Management (NIPAM)
27 Paul Nash Street
Olympia
Windhoek
Namibia

No email applications will be accepted.

For enquiries: Mr I. Mufaya, 061 – 296 4818

Only shortlisted candidates will be contacted and no documents will be returned.

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