



# VACANCY

## Procurement Officer

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 and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites suitable and qualified candidates to apply for the position **Procurement Officer**

### Scope

Reporting to the Director of Finance and Administration, the incumbent will serve as the custodian of the Fund's procurement system and ensure compliance with the institution's procurement policy and procedures.

### Main responsibilities

- Plan, develop and manage all procurement and contractual aspects of projects of significant complexity related to procurement of diverse services and commodities.
- Provide technical advice on procurement activities to officials of the Fund's units and administered projects during all phases of the procurement cycle.
- Supervise/oversee the preparation and distribution of invitations to tender and manage/conduct all aspects of the public tender exercise.
- Establish and maintain work program and time frames for processing of requests in accordance with the Fund's procurement policy and procedures and inline with the Public Procurement Act No 15 of 2015.
- Develop and prepare contracts for the procurement of goods and services; and issue national and international tender invitations;
- Facilitate approval for procurement orders up to the authorised limits and prepare draft submissions before presentation to the relevant committees for review and subsequent approval at the relevant levels of authority.

### Qualifications & Experience

- A University degree in procurement, business administration, economics, law, or related discipline.
- A minimum of three years of direct first hand experience in procurement or contract management,
- Experience in managing procurement cases for goods/services in organizations dealing with developmental issues.
- Experience working with SAGE X3 system or another Enterprise Resource Planning (ERP) system is an advantage.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the Head of Human Resources, Ms. Lizl Timbo at [recruitment@eifnamibia.com](mailto:recruitment@eifnamibia.com). 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  
Head: Human Resources  
Tel: +264 61 4317710  
E-mail: [recruitment@eifnamibia.com](mailto:recruitment@eifnamibia.com)

#### Hand or postal delivery:

Independence Avenue  
Capital Centre Building, 2nd Floor  
P.O Box 28157, Aucas Valley  
Windhoek/Namibia

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. No documents will be returned and only shortlisted candidates will be contacted for interviews.

**Closing date**  
**3 August 2018, at 17h00**