

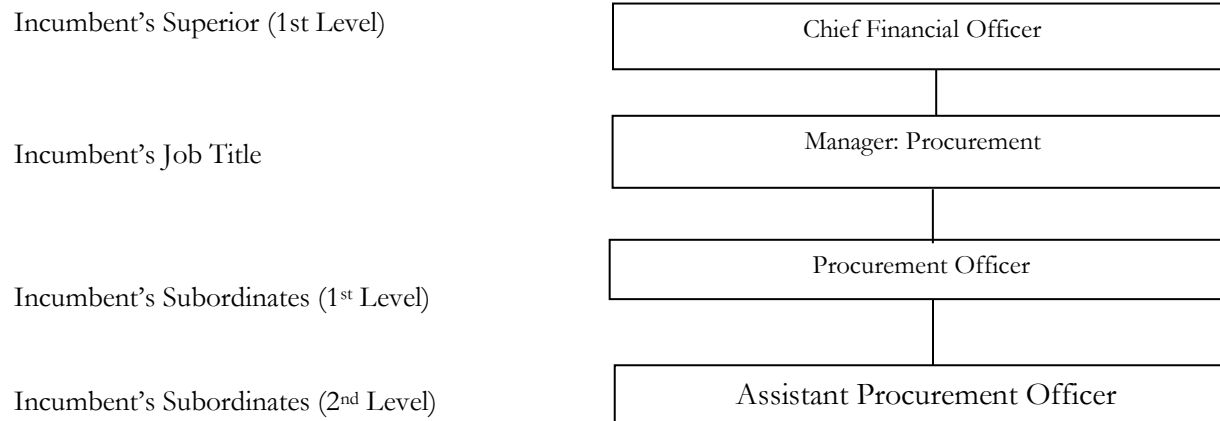


**Environmental Investment Fund  
of Namibia** | ensuring sustainability

**Job Description**

<b>Job Title:</b>	Manager: Procurement Unit	<b>Department:</b>	Finance and Administration
<b>Name of Incumbent:</b>	Procurement Officer	<b>Division:</b>	
<b>Title of Supervisor:</b>	Chief Financial Officer	<b>Duty Station:</b>	EIF Head Office Windhoek
<b>Name of Supervisor:</b>	Ms. Isoldah Hijamuititi	<b>Number of direct reports:</b>	1
<b>Job Analyst:</b>	PwC	<b>Number of Indirect reports:</b>	Cross functional support to the organisation
<b>Job Grade:</b>		<b>Date of JD analysed</b>	30/10/2020

**ORGANIZATIONAL STRUCTURE:**



Internal Stakeholders: EIF staff

External Stakeholders: Suppliers, Ministry of Agriculture Water and Forestry, Auditors, Regional staff,

## **JOB SPECIFICATIONS**

### **Primary purpose of the position:**

The primary purpose of this position serves to coordinate the activities of the Procurement Unit. The Procurement (Management) Unit is the office within EIF, established in compliance with section 25 (1)(a) of the Public Procurement Act (Act 15 of 2015), and the functions and powers of which are outlined under Regulation 8 of the regulations accompanying the said Act. In terms of this regulation, the unit is “responsible for conducting and management of procurement activities of the Fund from the initiation of the procurement to the award of the procurement contract, but is not responsible for the evaluation of bids or warding or termination of procurement contracts”. The Procurement Manager is charged with ensuring adherence to the Fund’s procurement policy as well as the maintenance and regular updating of such policy as will be necessary from time to time. The incumbent will also serve as the custodian for the procurement system of the Fund i.e. responsible for ensuring adequate supplies in and around the office and compliance of the procurement policy / procedures.

### **Academic Qualifications:**

- A university degree in procurement, business administration, logistics and supply chain, or related discipline.

### **Minimum years of experience:**

A minimum of (7) seven years of progressively responsible experience in procurement or contract management, of which at least five years should be direct first hand procurement experience is required. Experience in managing procurement cases for goods and services in organizations dealing with developmental issues are desired. Experience working with SAGE X3 system or another Enterprise Resource Planning (ERP) system is an advantage.

## **GENERAL**

### **Autonomy:**

High

**Moderate**

Low

### **Feedback structure:**

Daily  
Weekly  
Monthly

**Work Pressure:**

High  
Moderate  
Low

**Type of Decision Required to be taken in the Job (Select one):**

Supervises others whose decision-making is largely procedures but requires training & experience to be able to make the decisions not covered by procedures

**KEY PERFORMANCE AREAS**

*Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.*

**Specific responsibilities/KPS's**

- Develop, review and recommend procurement management policies and procedures and ensure strict control and adherence.
- Develop and ensure the procurement transaction record keeping and tracking mechanisms and create awareness.
- Serve as a secretariat for bid evaluation committee and procurement committee and ensure their effective functioning. This will include calling meetings, taking minutes of decisions and maintaining records of such decisions.
- Ensure the endorsement of annual procurement plans of the Fund by the Executive Committee and ultimate approval of the Board and oversee and monitor the implementation thereof.
- Develop procurement process for each individual procurement exercise including recommending the most appropriate procurement methods and oversee all aspects of the tender exercise:
  - Issue national and international tender invitations;
  - Develop and prepare contracts for the procurement of goods and services;
  - Evaluate responses and make recommendations for the finalization of purchase and award of contracts;
  - Facilitate approval for procurement orders up to the authorized limits and prepare draft submissions before presentation to the committees on contracts for review and subsequent approval by the other procurement processes.
  - Initiate action against defaulting suppliers and service providers.
- Provide technical advice on procurement activities to different substantive units, departments and hosted projects during all phases of procurement cycle.
- Establish and maintain work program and time frames for processing requests in accordance with the procurement manual and inline with the Public Procurement Act No 15 of 2015.

- Conduct market research via Internet and trade publications to keep abreast of market developments; Research and analyse statistical data, market reports and availability of goods and services.
- Oversee adherence to contractual agreements, recommend amendments and advise vendors and requisitioners on contractual rights and obligation;
- Conduct or coordinate all phases of negotiation between the Review committee and bidders of disputes arising from contacts.
- Implement procurement policy decisions of Fund and Projects and decisions made by the Review Panel.
- Ensure the implementation of the Fund and projects audit finding as reported by the auditing firm.
- Implement and Maintain real time processing of Purchase Requisition and Purchases Orders by activating functions on the SAGE X3
- Ensure the maintenance of the Vendors Masterfile and activate and de-activate creditors on SAGE X3.

Competencies required to operate at this level		
Scoring defined as; 5 = Essential 4 = Important 3 = Useful 2 = Unimportant 1 = Unnecessary		
Competency	Competency defined	Scoring
<b>Professionalism</b>	In-depth grasp of leading-edge procurement techniques, practices and operations; Ability to address broader issues of procurement in terms of impact at the project and institutional level; Good working knowledge of best value for money concept and methodology, Strong analytical skills and good knowledge of quantitative methods to measure supplier capacity and commercial offers; Extensive knowledge of sources of supply, market trends and pricing; Excellent negotiating skills in resolving conflict and ability to shape and influence agreement with requisitioning offices and vendors; Discretion and sound judgment in applying technical expertise to resolve complex and/or sensitive issues.	5
<b>Communication</b>	Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.	5
<b>Accountability</b>	Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; adherence to Namibian procurement laws; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.	5

**DECLARATION**

**It is herewith declared that the above description is a true reflection of the actual job**

Developed by: \_\_\_\_\_  
Name Designation Signature/ Date

Approved by: \_\_\_\_\_  
Name Designation Signature/ Date

Incumbent: \_\_\_\_\_  
Name Designation Signature/ Date