



# VACANCY

## Manager Procurement Unit Patterson Grade D2: N\$528,148.40 – N\$796,938.48

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, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Manager Procurement Unit**.

### Scope

Reporting to the Chief Financial Officer within the Finance & Administration Department, the Procurement Manager will be expected to ensure the adherence to the Fund's procurement policy as well as the maintenance and regular updating of procurement policy.

### Main responsibilities

- 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;
- Ensure the endorsement of annual procurement plans of the Fund by the Executive Committee and ultimate approval of the Board;
- Develop procurement process for each individual procurement exercise including recommending the most appropriate procurement methods and oversee all aspects of the tender exercise;
- Provide technical advice on procurement activities to different substantive units with all relevant EIF Policies (Financial Policy and its Procedures Manual) as well as Procurement Policy of EIF; and
- 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.

### Qualifications & Experience

- A university degree in procurement, business administration, logistics and supply chain, or related discipline.
- A minimum of (7) seven years of progressively responsible experience in procurement or contract management, of which at least five years should be direct procurement experience .
- Experience in managing procurement cases for goods and services.
- Experience working with SAGE X3 system or another Enterprise Resource Planning (ERP) system is an advantage.
- Extensive knowledge on procurement and administration.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, [www.eif.org.na/documents/vacancies](http://www.eif.org.na/documents/vacancies) or through email request, [recruitment@eif.org.na](mailto:recruitment@eif.org.na).

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

Manager: Human Resources

Tel: +264 61 4317730

E-mail: [recruitment@eif.org.na](mailto:recruitment@eif.org.na)

Please note no hand deliveries due to covid restrictions.

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, 16:00  
Friday 25 February 2022**