



THE ORGANISATION

I-TECH Namibia draws on expertise from the University of Washington, the University of California, San Francisco, and Namibian partner organizations to implement a wide-reaching portfolio of health programs. Together with their partners, they work to create robust and sustainable health care systems, train health care providers and build the health workforce. They place an emphasis on assessment, monitoring and evaluation, continuous quality improvement and prepare programs for transition to Namibian ownership. I-TECH Namibia maintains close relationships with key Namibian partners and institutions, including the Ministry of Health and Social Services, the University of Namibia and the Ministry of Defence/National Defence Force. At the request of the Ministry, I-TECH leads national health training programs and provides technical assistance and implementation for national health policies, strategies, and guidelines.

VOLUNTARY MEDICAL MALE CIRCUMCISION PROCUREMENT ASSISTANT

THE POSITION

The successful incumbent will assist with the procurement of equipment and commodities necessary for the MoHSS's male circumcision campaign. Furthermore, research potential vendors for commonly purchased goods and services in order to identify potential economies of scale and complete all appropriate procurement documentation leading up to the Purchase Order.

KEY AREAS OF RESPONSIBILITY:

- Be responsible for Bid Solicitation, Analysis and Preparation of Purchase Requests.
- Follow up on the execution of orders in line with prescribed audit processes.
- Ensure accurate record keeping up to audit standard.
- Procurement planning and assisting with budgeting.

THE PERSON

Minimum requirements

- A minimum of grade 12, coupled with at least 3 years of purchasing or within a finance environment.
- Detail-oriented and able to prioritize work.
- Ability to manage multiple tasks and competing deadlines.
- Excellent communications skills including fluency in speaking/reading/writing in English.
- Strong organizational and time management skills.
- Computer skills in Microsoft Outlook, Word and Excel familiarity with procurement of standard office materials and travel-related expenses.

INTERESTED?

This is a PEPFAR funded position and the successful candidates will be offered a one year **fixed term contract** and attractive package commensurate with qualifications and experience. The closing date for applications is **28 March 2014**. Kindly forward your electronic CV for the attention of Mr Vernon Thompson to admin@potentia.com.na

LOGISTIC, SAFETY AND FLEET MANAGER

THE POSITION

The successful incumbent will ensure that all transport and office maintenance needs are met in as timely and effective manner as possible. This position also ensures that office safety systems and procedures are in place. Monitor and maintain the web-based fleet management system by creating and monitoring reports on key performance indicators for the fleet (speeding, after-hours use of vehicles, routing, fuel usage, preventative maintenance and vehicle aging/replacement, etc.)

KEY AREAS OF RESPONSIBILITY:

- Supervise activities of the organization's 13 drivers when assigned to transport and administrative duties.
- Liaise with security companies to assure adequate staff and up-to-date site directions for security personnel.
- Assist NHTC centers and other stakeholders with furniture and security installations in accordance with pre-agreed, budgeted work plans.
- Fleet Management and maintenance; establish preventative maintenance schedules for fleet and ensure they are monitored and being complied with regularly.
- Prepare an annual fleet management report with recommendations for changes in the upcoming fiscal year.
- Ensure I-TECH premises, furniture and equipment are of a high standard and exemplary state of repair.

THE PERSON

Minimum requirements

- Diploma in logistics or related field
- 5+ years working in fleet management, logistics or related field.
- 3+ years supervising staff.
- 1+ year working with fleet management software.
- Experience implementing safety and security procedures.
- Previous experience in the area of maintenance and repair - vehicles and building.
- Strong written and verbal communication skills, including report writing.

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Kindly note that we will only correspond with the shortlisted candidates.



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