

The Organisation

Our client is a donor-funded organisation and development partner in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They deploy staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS and their goal is to increase the human capacity needed to provide clinical care and administrative support in countries and regions that are most significantly impacted.

The Region

Khomas | Windhoek

The Position

The successful candidate will assist with the procurement of equipment and commodities necessary for the MoHSS Cooperative Agreement.

Key areas of focus:

Bid solicitation, analysis and preparation of requests -60%

- Complete all appropriate procurement documentation leading up to the issue of the Purchase Order.
- Compare prices, specifications and delivery dates in order to determine the best bid.
- Answer vendor questions related to the bid requests.

Record keeping - 30%

- Prepare and maintain purchasing files and price lists.
- Ensure warranty forms and certificates are filed.
- Maintain vendor agreements and monitor expiration dates.

Procurement planning -5%

- Research potential vendors for commonly purchased goods and services in order to identify potential economies of scale.
- Participate in project planning and field activities as needed.
- Any other duties as assigned.

Follow-up on orders - 5%

- Track the status of requisitions and communicate findings to the ordering department.
- Contact suppliers in order to schedule or expedite deliveries and to resolve incorrect, lost, or late deliveries.

The Person

Minimum requirements:

- At least 2- 3 years of purchasing or finance experience.
- Grade 12 Certificate. A relevant Diploma or Degree will be an advantage.
- 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 **fixed-term contract** position and our client offers an attractive package.

- Closing date for applications is **18 September 2020**
- Please submit your application to admin3@potentia.com.na

All suitably qualified Namibians are encouraged to apply.

If you are not contacted 2 weeks after the closing date, please consider your application unsuccessful.

Only electronic versions of CVs will be accepted.

Our client reserves the right not to make any employment offer or appointment.

