

VACANCY: **PROCUREMENT & STORES OFFICER**
DUTY STATION: **OTJIWARONGO**
PATTERSON GRADE: **C3**

PURPOSE:

To plan and direct the supply chain management of CENORED to ensure optimal balance between availability, appropriate quality and cost of material needs and cost of material needs and services. This entails the effective enforcement of the bid process and continuous search for improvements. Negotiate with suppliers and identifies efficiencies in the supply chain and managing supplier performance.

KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Source and procure goods and services for CENORED.
- Report on accounting records for the Procurement Section.
- Monitor & maintain the stock levels.
- Report on Accounting records inventory/stores.
- Maintain appropriate records for all bid openings.
- Act as the secretary for the Bid Evaluation Committee and coordinate the bid evaluation process.
- Provide input to the annual budget & costs.
- Engage with and ensure satisfaction of internal & external stakeholders.
- Establish and maintain internal customer relationships with an understanding of the customers objectives, business constraints and opportunities.
- Provide high quality professional advice on either specific procurement matters or broader issues of principles
- Establish and maintain internal customer relationship with an understanding of the customers objectives, business constraints and opportunities.
- Promote and maintain the company's SHE policy.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Supply Management, Logistics or Procurement Management NQF Level 7.
- Two (2) years' applied experience in a procurement environment.
- Knowledge of inventory management.
- Driving License is an added advantage.

SPECIFIC KNOWLEDGE:

- Contract Law and Management, Service Level Agreements, Microsoft Office, VAT Act, Enterprise Resource Planning (ERP), Procurement Procedures, Storekeeping Procedures & Public Procurement.
- The ideal candidate should be highly organized.

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grooftern Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- A detailed CV
- Cover letter/motivation
- Certified copies of qualifications, testimonials and academic transcripts.
- Latest certified copy of an ID.
- Latest certified valid driving license.

CENORED is an equal opportunity Employer, and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 17th October 2025 @ 16h30