



## TSUMEB MUNICIPALITY

### VACANCY

Tsumeb Municipality is an equal opportunity employer

**NOTICE NO. 08/2025**

#### **PROCUREMENT OFFICER (PATTERSON BAND: C3)**

Applications are hereby invited from suitable qualified persons to fill the above mentioned vacancy.

**MAIN PURPOSE OF THE JOB:** Responsible for acquiring goods and services for an organization, ensuring they are obtained efficiently, cost-effectively and in line with company policies and legal requirements.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ✓ National Diploma in Logistics// Procurement and Supply Chain Management or equivalent on **NQF Level 7** with **5 years** relevant experience **OR**
- ✓ Bachelors Degree in Logistics// Procurement and Supply Chain Management or equivalent on **NQF Level 8** with **3 years** relevant experience
- ✓ Skills in Advanced Computer including proficiency in MS Office Word, Excel and financial reporting systems.

#### **KEY RESPONSIBILITIES**

- Developing procurement plans and strategies
- Identifying and evaluating potential suppliers;
- Ensuring all procurement activities comply with relevant laws, regulations and company policies
- Assisting departments/sections with the right procurement methods to be used;
- Developing and maintaining relationships with suppliers
- Ensuring that all contracts are properly documented, adhered to and managed throughout including renewals and amendments
- Maintaining suppliers contracts and agreements
- Determining the specific goods and services required by the organization, considering factors like quality, quantity and specifications
- Overseeing all stages of the procurement process are effected and are complied accordingly
- Submission of reports to the Policy Procurement Unit (PPU)

#### **RENUMERATION AND FRINGE BENEFITS**

A competitive remuneration package that includes a basic salary of **N\$246,013.00**, Annual and Sick Leave, Medical aid, Pension scheme, 13<sup>th</sup> cheque, Housing allowance, transport allowance, moving expenses (if residing outside Tsumeb),

**For more details, please contact the Human Resources Manager/ HR & IR Officer @ Tel.: 067-221056/7**

Application form are obtainable on our website: [www.tsumebmun.org.na](http://www.tsumebmun.org.na)) and must be completed in full, accompanied by all required documents including NQA evaluation reports. Copies of qualifications must be **originally certified** and be submitted to the following address:

**By mail:** Human Resources Department, Private Bag 2012, **OR Hand Delivery/ Courier Services**, at Tsumeb Municipal Offices, Moses Garoeb Street, **Room No. 5** on or before **Tuesday, 9<sup>th</sup> September 2025**. No applications via emails or fax will be accepted.

- NB:**
- **All foreign and local qualifications must be evaluated by NQA**
  - **Failure to attach necessary documents and/or false information in filing the application form will disqualify your application**
  - **Only shortlisted candidates will be notified and no documents will be returned**