



# MEATCO

Namibia

# VACANCY

**MANAGER: PROCUREMENT MANAGEMENT UNIT**

**JOB GRADE: D3**

**LOCATION: WINDHOEK**

## Purpose of the Job

The incumbent will be responsible for providing leadership and oversight of all procurement activities across the organisation. This role entails ensuring full compliance with the Public Procurement Act, relevant regulations, and established best practices. Key responsibilities include identifying and assessing potential suppliers, managing the tendering process, and promoting transparency and fairness in all procurement decisions.

## Qualifications & Experience

- Bachelor's Degree in Procurement, Supply Chain Management, Business Administration
- Minimum of 5 -7 years' working experience in Procurement or Supply Chain Management of which 3 years should be at management level.
- Experience in the Manufacturing, Production, or FMCG sectors is essential.
- Demonstrated experience working with the Central Procurement Board of Namibia and managing tenders within the public enterprise sector is an added advantage.
- Professional certification in procurement and supply chain management (e.g., CIPS, CPSM) is highly desirable.
- Strong proficiency in procurement and ERP systems
- In-depth knowledge of the Public Procurement Act and associated regulations.
- Excellent planning, organisational, and project management skills.
- Strong analytical, negotiation, and decision-making abilities.
- High level of integrity, professionalism, and attention to detail.
- Effective communication and stakeholder engagement skills.

## Key Performance Areas

- Annual Procurement Planning: Prepare and implement an Annual Procurement Plan aligned with Meatco's strategic and operational objectives.
- Procurement Process Oversight: Monitor all stages of the procurement process to ensure timely and compliant delivery of procurement contracts in line with the Public Procurement Act and associated regulations.
- Procurement Committee Support: Provide administrative and technical support to the Procurement Committee, including secretarial services, preparation of documentation, and coordination with the review panel for bid evaluations.
- Bidding Documentation Development: Develop and issue bidding documents such as Requests for Information (RFI), Requests for Proposals (RFP), and Requests for Quotations (RFQ), ensuring compliance with legal and regulatory requirements.
- Procurement Records Management: Maintain accurate and up-to-date procurement records, including contracts, contract logs, board submission documents, and all related documentation.
- Compliance and Exception Reporting: Identify and report non-compliant procurement practices, such as unauthorised payments, splitting of payments to bypass thresholds, or procurement without valid purchase orders.

**Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.**

Please Submit Your CV and supporting documents to:  
**[mrecruitment@meatco.com.na](mailto:mrecruitment@meatco.com.na)**

**CLOSING DATE**

**15 October 2025**