

**AGRO-MARKETING AND TRADE AGENCY
VACANCY ADVERTISEMENT
1 x Procurement Officer Grade C2,
Division: Procurement, Management Unit, Duty station: Windhoek**

Minimum qualifications and Experience:

- A Degree in Procurement, Supply Chain and Logistics, Business Administration or equivalent qualification (NQF Level 8)
- A CIPS Level 4 will be an added advantage.
- At least three (3) years' experience in administration, Procurement and Supply Chain & Logistics
- Valid Driver licence Code B

Key Role, Duties, Responsibilities and Accountabilities

- Support the **Procurement Management Unit (PMU)** in planning, coordinating, and executing procurement activities in compliance with the **Public Procurement Act, 2015**.
- Prepare and manage procurement documentation, including bidding documents, evaluation reports, contracts, and procurement records.
- Facilitate bid processes, including advertisement, receipt, opening, evaluation, and recommendation of bids in accordance with prescribed procedures.
- Ensure adherence to the **principles of fairness, transparency, competitiveness, and value for money** in all procurement activities.
- Maintain accurate and complete procurement records to support audits, inspections, and statutory reporting requirements.
- Liaise with internal stakeholders, Procurement Committees, suppliers, and oversight bodies to ensure effective and timely procurement outcomes.
- Support contract administration and monitor supplier performance to ensure compliance with contractual terms.

Interested persons from the designated groups in terms of Affirmative Action Act, (Act 29 of 1998), are encouraged to apply. All foreign qualifications must be evaluated by the NQA.

Application accompanied by CV's, giving full details of work experience and proof of qualifications, should be hand delivered or courier to:

The Ad Interim Chief Executive Officer, Agro-Marketing and Trade Agency (AMTA), P.O Box 350, Windhoek, OR hand deliver to HR Office at AMTA Head Office, Erf 209 Industria Road, Lafrenz Industrial Area,

Only short-listed candidates will be contacted, and no personal documents will be returned. No e-mailed or faxed applications will be considered

Enquiries: Human Resource Division

Tel: 061 – 202 3300/181/183

CLOSING DATE: 06 MARCH 2026 AT 16:30