

WE ARE HIRING

PROCUREMENT ADMINISTRATOR

PATERSON GRADE B5

If you have the talent and drive, we'd love to welcome you to our dynamic team and develop with us.

The Procurement Administrator is responsible for providing secretarial and administrative support to the Procurement Management Unit in order to optimize the effective and efficient delivery of services to the Bank.

KEY PERFORMANCE AREAS

- Provide support with drafting and disseminating the relevant bid documents and forms effectively and efficiently. Prepare documentation for meetings (BEC and PC) and maintain / update the electronic database.
- Perform secretarial and administrative duties to the Procurement Management Unit, including planning and set-up meetings, preparing relevant documentation and agenda, take and maintain minutes, maintain sound records and documentation of the procurement process of the proceedings.
- Maintain complete, accurate and up-to-date records of all procurement activities and subsequent agreed contracts, as per DBN Procurement Policy and procedures and the national legislation and regulations.
- Provide administrative support in drafting the reports to the regulator: Annual Procurement Plan, Quarterly Procurement Activity Report.
- Provide administrative support in arranging and setting up interventions to train and guide users at every phase of the procurement process, such as the compilation of departmental procurement plans, individual procurement plans, initiation and execution of procurement activity.
- Provide administrative support in arranging and setting up interventions for users, BEC, PC

members and develop sound understanding of the procurement process, principles and requirements among all stakeholders across the Bank.

- Upload and maintain contract database (EDRMS), by stipulating requirements, such as intervals of performance evaluation, expiry dates and conditions.
- Monitor the validity of contracts on a monthly basis and alert the Manager: Procurement and user department of the pending expiry of contracts.

EDUCATION, EXPERIENCE AND SKILLS

- National Diploma in Office Management / Business and Information Administration / Procurement Management or Bachelor's degree (NQF Level 7) in Business Management, Procurement Management / Supply Chain Management / Compliance Management.
- Minimum of 2-3 years' work experience in office administration / procurement management / supply chain management.
- Good verbal and written communication skills.
- Sound customer orientation/focus.
- Ability to work in teams and interpersonal sensitivity
- A keen attention to detail and organizing skills.

The closing date for applications is Friday, 26 September 2025.

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

**The HRBP :
Talent and OD,
Development Bank of Namibia, 12
Daniel Munamava Street, P. O. Box
235, Windhoek.**

E-mail: recruitment@dbn.com.na

Hard copy submissions will not be accepted.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favorably.