

**EXTERNAL VACANCY
PROCUREMENT OFFICER
(Paterson Grade C4)**

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

Duty Station	WINDHOEK
Primary Purpose	To ensure the effective quoting and procurement of goods and services, the processing of invoices according to budget and the management of the stock.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Bachelor's Degree in Business Administration /or Logistics and Supply (NQF Level 7) - Five (5) years working experience in a Purchasing or Procurement Environment - Driver's licence Code B
Key Responsibilities	<ul style="list-style-type: none"> - Supervise and expedite the procurement process - Procure and maintenance of goods and services - Monitor and report on supplier performance - Processing of accounts - Procurement administration - General administration, reports and record keeping
Competencies/Skills	<ul style="list-style-type: none"> - Supervision - Microsoft Packages - Company Policy and Procurement Procedures - Internal Tender Policy and procedure - Basic Accounting - Negotiations - Interpersonal Relations - Analytical

Kindly note that no paper documents will be accepted. Only applications emailed to: recruitment@bipa.na will be considered.

Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews. Candidates from previously disadvantaged groups are encouraged to apply.

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-299 4414/73

Closing date for all applications is 09 March 2023