



JOB DESCRIPTION: Procurement Officer

Location: Windhoek
Reports to: Director of Operations

A. Overall Objective

The Procurement Officer is responsible for overseeing the procurement process of goods and services for the Namibia Nature Foundation (NNF) and its projects. This role involves ensuring cost-effectiveness, compliance with procurement policies, and fostering positive relationships with vendors. The Procurement Officer will play a key role in supporting the organization's mission by managing the acquisition of necessary resources.

B. Results achieved by Key duties and responsibilities:

Key Duties & Responsibilities	Tasks/ Activities
<p>Procurement Policies and Procedures;</p>	<ul style="list-style-type: none"> • Assist with the review and updating of the NNF Procurement Policy. • Support the development of Procurement Standard Operating Procedures (SOPs) and workflows . • Conduct information sharing sessions with NNF staff to ensure understanding of the NNF & project Procurement policies. • Ensure proper constitution of ad hoc procurement committees for timely and consistent decision-making. • Streamline procedures and resolve problems related to procurement processes in his/her custody. • Ensure compliance with relevant national laws and regulations and NNF internal policies
<p>Developing of Procurement Plans;</p>	<ul style="list-style-type: none"> • Develop the NNF annual Procurement Plans. • Collaborate with Programmatic teams to understand procurement needs and develop procurement plans, according to donor procurement rules, where applicable. • Research potential suppliers, products, and services to identify cost-effective solutions.
<p>Supplier / Vendor management;</p>	<ul style="list-style-type: none"> • Identify, evaluate, and select vendors based on quality, cost, reliability, and other relevant criteria. • Negotiate contracts, terms, and conditions with suppliers to secure advantageous agreements. • Maintain positive relationships with vendors and address any issues that may arise. • Maintaining and updating supplier information register • Work closely with project teams and the communications unit to ensure correct project branding on procured merchandise as per donor requirements.
<p>Tender Process Management;</p>	<ul style="list-style-type: none"> • In liaison with the supervisor and programme and finance teams, coordinate preparation, evaluation, analysis and approval of bids and tenders. • Develop tender documents and obtain necessary approvals. • Advertise and receive proposals, formulating ad hoc committees when required. • Conduct tender analysis, monitoring, and reporting for competitive cost analysis. • Lead tender negotiations with selected bidders and debrief unsuccessful bidders.

	<ul style="list-style-type: none"> • Coordinate the implementation of tender committee recommendations and decisions
Sourcing;	<ul style="list-style-type: none"> • Review and act on requisitions from users promptly. • Identify and contact required vendors for RFQs, RFP, and EOI submissions. • Conduct market surveys for cost-effective proposals and day-to-day operations. • Provide guidance to users on the appropriate procurement methods as per the procurement policy. • Prepare bid analysis reports and lead negotiations with selected bidders. • Handle goods and works receipt, inspection, and acceptance.
Contracts Administration & Monitoring;	<ul style="list-style-type: none"> • Seeking approval for fully reviewed contract as per the contract approval workflow. • Sharing contracts with vendors for execution. • Enforce service and service lease agreements with vendors and ensure timely renewals and terminations. • Monitor Supplier performance to assess ability to meet quality and delivery requirements and for future recommendation.
Risk Management;	<ul style="list-style-type: none"> • Ensure implementation of approval matrix as provided by the policy and ensuring segregation of duties.
Reporting	<ul style="list-style-type: none"> • Maintain accurate records of procurement activities, including contracts, purchase orders, and supplier correspondence. • Consolidate and circulate Bi-Monthly procurement status reports to user departments.
Filing & Document Management System (DMS).	<ul style="list-style-type: none"> • Ensure that for all procurements, copies of documents are retained and filed. • Ensure that for all procurement and contract trackers are updated retained and filed. • Ensure that for the monthly procurement and contracts reports are updated and sent to the various stakeholders.
Invoice Management	<ul style="list-style-type: none"> • Compile all the documentation and forward for payment, following up with Finance to ensure timely settlement of invoices. • Follow up on invoices from vendors and reconcile vendor statements.
Asset disposal	<ul style="list-style-type: none"> • Provide technical guidance and prepare reports on asset disposal activities. • Guide on cost-effective asset disposal methods in accordance with policies and regulations. • Work closely with accountants to update and record newly acquired assets in line with standard procedures. • Responsible to provide the Finance Manager with a list of assets to be removed/that are stolen etc for insurance purposes.
Take on any other jobs of any nature that will further the interests and well-being of the NNF by:	<ul style="list-style-type: none"> • Undertaking any duties, at own initiative or upon request, that will contribute to the smooth-running and efficiency of the NNF and the fulfilment of its mission. • Maintaining a productive and supportive relationship with NNF colleagues. • Attending meetings and engaging in team initiatives, ensuring the free exchange of information, and strengthening of NNF team spirit.

C. Desired Qualifications and Experience

- Bachelor's degree in Procurement, Logistics & Supply Chain Management or Finance.

- At least three (3) years of progressively responsible procurement work experience in the donor funded environment or NGO's.
- Knowledge of non-profit operations, regulations, and compliance.
- Ability, to prioritize multiple assignments in an extremely fast-paced environment.
- Ability to meet tight deadlines.
- Exercise good judgment.
- Ability to communicate effectively with diverse stakeholders.
- Proficiency in financial software and Microsoft Excel.
- Excellent analytical and problem-solving skills.
- Detail-oriented and organized approach to work.

D. Knowledge, skills, and abilities

- A working knowledge of the field of donor funding
- Have a high working knowledge of Microsoft applications
- Highly detail-oriented and organised.
- Ability to plan and organise own work to meet a stream of deadlines.
- Good command of written and spoken English
- A readiness to work with diverse people.
- Enthusiasm and flexibility.
- A punctual and reliable attitude.