



NAMIBIA
TRAINING
AUTHORITY

TEMPORARY PROCUREMENT SPECIALIST (SIX (6) MONTHS CONTRACT)

Duty Station: Head Office

Reporting to: Manager: Procurement

Purpose:

To provide specialist services to the Procurement Function of the NTA to ensure compliance to relevant legislation, policies and procedures. The primary purpose of this position is to coordinate, prepare, and compile comprehensive, compliant, and competitive Bid Submission documents (RFPs, Open National Bidding and Restricted Bidding). The incumbent ensures all bid materials are accurate, formatted correctly, and submitted before strict deadlines, adhering to company and client requirements.

Key Performance Areas

- Strategic alignment and planning
- Procurement Committee Administration and Advisory Services - Compilation & Preparation: Compile all necessary documentation for bid submissions, including technical proposals, financial proposals, and compliance documents. Timeline Management: Monitor and strictly adhere to bid submission due dates, including the management of contract registers.
- Procurement Services - Record Keeping: Maintain accurate records of all submissions, including Bid Documents, correspondence, and successful/unsuccessful bid documentation.
- Contract Administration and Management - Cross-functional Coordination: Liaise with internal departments (Technical, Legal, Operations) to gather required information, inputs, and approvals. Compliance Review: Thoroughly review bid documents, specifications, and Bills of Quantities (BoQs) to ensure total compliance with requirements.
- Customer Service - Registration & Adverts: Process Tender Notices/Advertisements and manage registration on relevant supplier portals.
- Documentation and Reporting - Document Standardization: Ensure all bid submissions are standardized in terms of format, font, and branding, ensuring a professional appearance.

Qualifications and Experience

- A Bachelor's Degree in Logistics and Chain Supply Management or an equivalent related from a recognised institution (NQF Level 7).
- Five (5) years' relevant experience in the Procurement industry.
- Two (2) years supervisory level will be an added advantage.
- Experience in Public Procurement Act and Regulations will be an added advantage.
- Driver's Licence



Required Competencies

- Supply chain management skills
- Interpersonal and Communication skills
- Analytical and Organising skills
- Negotiation skills
- Facilitate the drafting of Bid Documents to ensure that they comply with Public Procurement Act and Regulations
- Tracking all Purchase Request Forms throughout the lifecycle of a procurement process to ensure it is executed within set timelines.

Closing Date: 12 May 2026

Applications should be couriered and hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

The NTA reserves the right not to make any appointment in this position.