



MEATCO

Namibia

VACANCY

PROCUREMENT OFFICER

JOB GRADE: C4

LOCATION: WINDHOEK

Purpose of the Job

Procurement Officer has the responsibility for the execution and management of compliant, efficient, and value-driven procurement processes aligned to the Public Procurement Act, 2015 and the organization's strategic goals.

Qualifications & Experience

- Relevant Degree in Procurement, Supply Chain Management, or Logistics or equivalent qualification.
- CIPS Qualification will be an added advantage
- Three (3) years working experience in Procurement, Supply Chain or Operations environment
- Experience with integrated procurement or ERP systems (e.g., Sage , SAP) will be an added advantage.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

Key Performance Areas

- Conduct business needs assessments, market research, and risk analysis to inform procurement planning.
- Prepare and manage bid documents, oversee tender processes, and ensure compliance with procurement policies.
- Support bid evaluations and prepare recommendations for supplier selection and contract awards.
- Manage supplier onboarding, maintain accurate records, and perform due diligence to mitigate risks.
- Coordinate order placements, follow up on deliveries, and resolve discrepancies in orders or invoices.
- Assist in drafting, negotiating, and monitoring contracts and service level agreements (SLAs).
- Track supplier performance and support continuous improvement initiatives.
- Ensure alignment of procurement activities with the approved budget and Annual Procurement Plan (APP).
- Maintain accurate procurement documentation and prepare reports for audits and decision-making.
- Support the development and review of procurement policies, procedures, and tools.

Please Submit Your CV and supporting documents to:
mrecruitment@meatco.com.na

CLOSING DATE

22 August 2025