



CRAN
Communications Regulatory Authority of Namibia

VACANCY

ASSISTANT PROCUREMENT OFFICER [C1]

CLOSING DATE | TUESDAY, 15 SEPTEMBER 2026 | 17H00

Reports to: Senior Procurement Officer - Operational Procurements

Primary Purpose of this Position:

The Assistant Procurement Officer is responsible for the procurement of goods, services and works. The position is also responsible for the preparation of standard documents, generating purchase orders, responding to queries, maintaining supplier database, and organising meetings.

Key Performance Areas will include:

1. Procurement Services and Administration of Procurement Invoices

- Prepares documents for procurement of goods and services in a timely manner in accordance with the Public Procurement Act;
- Prepares for review by supervisor bidding documents as required;
- Conducts inspection/test of goods delivered by supplier as per guidelines provided by supervisor;
- Obtains quotations for goods, works and services from potential suppliers as directed;
- Processes purchase orders and submits verification before issuing to supplier;
- Gathers and submits information for the preparation of regular reports on procurement activities;
- Receives invoices, records and timeously submits for verification; and
- Follows up weekly on outstanding invoices for assigned suppliers.

2. General Administration and Coordination

- Assists procurement officer with compiling of reports relevant to the procurement function;
- Drafts letters and standard documents as directed;
- Complies to policies, rules, and regulations;
- Keeps up to date with developments in area of expertise; and
- Undertakes any other duties as required from time to time.

Education, Experience and Skill Requirements:

- A Diploma (NQF Level 6) in Logistics, Supply Chain Management, Procurement, or any other relevant qualification with Logistics and Supply Chain /Procurement subjects as major;
- Two (2) years experience in Procurement/Supply Chain Management including experience of working with an ERP or other integrated business accounting software package;
- Working knowledge of the Public Procurement Act and Regulations;
- Effective communicator and negotiator;
- Problem solving and customer relations;
- Ethical conduct and high integrity;
- Proficient user of MS Office package and other automated operating systems; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

To receive consideration:

Applicants who meet the criteria should submit their applications, including a motivation letter, CV and relevant qualifications, via Direct Hire by clicking on the following link:

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

Remuneration Package:

CRAN offers a competitive, market-related cost-to-company remuneration package commensurate with relevant experience and qualifications.

Only short-listed candidates will be contacted. CRAN reserves the right to withdraw this advert should circumstances change.

ALL FOREIGN QUALIFICATIONS MUST BE RECOGNISED AND ACCREDITED BY NQA.

CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.