



Erongo Regional Electricity Distributor (PTY) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in Erongo region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from designated groups as defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

VACANCY

■ Position:	Procurement Officer
■ Business Unit:	Finance & Administration
■ Paterson Grade:	D1
■ Duty Station:	Walvis Bay

Purpose of the job:

- To plan and direct the supply chain management of Erongo RED, in order to ensure an optimal balance between availability, appropriate quality and cost of material needs and services. This entails the effective enforcement of the tender process and the continuous search for improvements in cost benefit ratios on stock items to optimize total cost of ownership. Negotiates with Suppliers and identifies efficiencies in the supply chain, and managing supplier performance.

Qualifications Required:

- Bachelor Degree in Procurement Management, Supply chain Management or Commerce.

Key Performance Areas:

- Provide input to the annual budget & control costs.
- Engage with and ensure satisfaction internal & external stakeholder.
- Source and procure goods and services for Erongo RED.
- Manage and maintain the appropriate stock levels within the Erongo RED stores.
- Prepare and report on Accounting Records for the Procurement section.
- Act as the Secretary of the Tender Committee and coordinate the tender process.
- Carry out Ad-Hoc Duties and comply with Erongo RED Policies and procedures.
- Comply with SHE policies and procedures.
- Self-Development & Growth.
- People & Performance Management.

Experience:

- Three (3) years' experience in a Supply Chain management environment plus two (2) years in a supervisory capacity.

License Required:

- Code B Driver's License.

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Human Capital Division, P.O. Box 2925, Walvis Bay or hand deliver at Erongo RED Head Office, 1st Floor, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only short listed candidates will be contacted for interviews and subjected to Psychometric Assessment and Polygraph Testing.

CLOSING DATE: THURSDAY, 19 JULY 2018