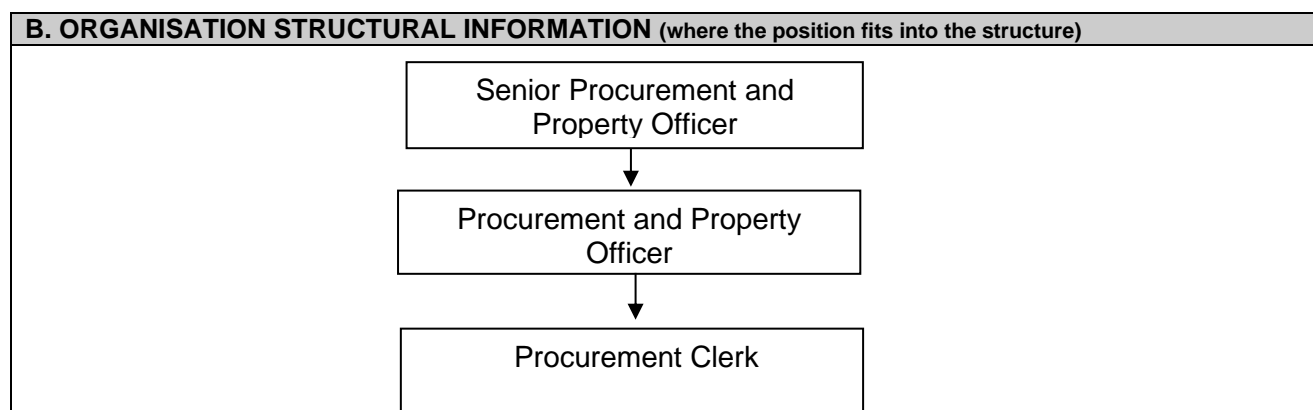




**NAMIBIA FISH CONSUMPTION
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JOB DESCRIPTION

A. POSITION INFORMATION	
Job Title	Procurement and Property Officer
Division / Department / Unit	Finance
Duty Station	Walvis Bay
Reports to Position	Senior Procurement and Property Officer
Number of Direct Reports	1
Completion / Review Date	June 2019
PATERSON GRADING OUTCOME	C3



C. PRIMARY PURPOSE OF THE JOB
(why does the position exist – to achieve what?)
Supervise the procurement systems, procedures, and daily operations in accordance with NFCPT policies and procedures to ensure the timely and cost-effective supply of goods and services. Responsible for ensuring the NFCPT's facilities / property portfolio are managed effectively.

D. JOB SPECIFICATIONS	
Minimum Educational Qualification (NQF Level)	<ul style="list-style-type: none"> Degree or similar qualification in Procurement, Materials Management, Logistics, Accounting or Business Administration. NQF Level 7.
Minimum Experience Required	A minimum of 3 years relevant working experience in general procurement, materials management or logistics
Special Requirements / Licences (i.e. Registered with Engineering Council)	None.



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E. COMPETENCY PROFILE (Key Competencies Only)					
Note on required proficiency level: 1=Basic; 2=Intermediate; 3=Advanced					
Knowledge	<i>Proficiency Level</i>	Skills	<i>Proficiency Level</i>	Attributes / Attitudes	<i>Proficiency Level</i>
Purchasing, supply chain and logistics management	3	Decision making	3	Flexible	3
Supplier management principles	3	Negotiation and communication	3	Confidentiality, ethical and integrity	3
Environmental, health and safety principles	3	Analytical	3	Assertive	3
MS Office programmes: Excel, Word, Outlook, and PPT	3	Problem solving and process / system design	3	Accurate and pays attention to detail	3
Property management practices	3	Planning and organising to prioritise and balance work	3	Results oriented	3

F. Key Performance Areas	Critical Tasks	Performance Indicators
1. Supervise and Expedite the Day-to-Day Procurement Process to Point of Delivery	<ul style="list-style-type: none"> • Develop an understanding of the NFCPT business requirements and operations. • Provide input to develop procurement policies and strategies to ensure fairness and consideration for Public Procurement Act. • Implement and coordinate integrated purchasing strategies and annual objectives for the purchasing function. • Maintain internal control over the procurement process. • Ensure quote and order process is well executed. • Execute procurement documents such as tenders and orders. • Ensure purchases orders (PO) are properly recorded in systems. • Take necessary steps to expedite the process at all stages: <ul style="list-style-type: none"> ▪ Schedule material demands; ▪ Ensure timely receipt of materials to support production schedule; ▪ Identify inventory items for standardized ordering procedures; ▪ Review and approve time extensions to existing orders; ▪ Determine appropriate changes to supplier lead times; 	<ul style="list-style-type: none"> • Objectives in place • Turnaround time on acquisition of materials



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F. Key Performance Areas	Critical Tasks	Performance Indicators
	<ul style="list-style-type: none"> ▪ Promote and maintain standards of communication with suppliers and end-users; ▪ Monitor orders to ensure timely delivery; ▪ Initiate and authorise corrective action on overdue orders. <ul style="list-style-type: none"> • Identify any deficiencies in the procurement systems. • Conduct daily audits on orders. • Assess order lead time and other trends. • Resolve problems related to procurement queries e.g. price differences, more items delivered than ordered. • Monitor and evaluate the supplier base, avoiding purchases from non-approved vendors. • Evaluate and select suppliers: <ul style="list-style-type: none"> ▪ Participate in supplier sourcing teams. ▪ Critically evaluate and select suppliers according to set criteria. ▪ Collate and review reports on suppliers' performance. 	
<p>2. Supplier Performance Management</p>	<ul style="list-style-type: none"> • Monitor and evaluate the supplier base, avoiding purchases from non-approved vendors. • Evaluate and select suppliers <ul style="list-style-type: none"> ▪ Participate in supplier sourcing teams ▪ Critically evaluate and select suppliers according to set criteria. ▪ Collate review reports on supplier performance • Negotiate with suppliers on incorrect or damaged goods. • Control dealings with suppliers • Maintain good communication with major suppliers on performance. 	<ul style="list-style-type: none"> • Cost reduction on target • Consistent supply • Suppliers managed according to policy and procedure • % Improvement on customer and supplier efficiency • Purchasing conducted according to policy / compliance • Tender documents managed effectively
<p>3. Execute Procurement Contract and Tender Process</p>	<ul style="list-style-type: none"> • Maintain adequate structures, procedures, controls, and resources to support the procurement and contracting function. • Advise on items to move onto contracts and the contract duration. • Execute the tender process. • Act as a secretary to the procurement 	<ul style="list-style-type: none"> • Supplier costs • Purchasing prices • # Complaints / incidents submitted by source • Mean time taken to resolve (by type)



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F. Key Performance Areas	Critical Tasks	Performance Indicators
	committee <ul style="list-style-type: none"> • Lead and support contract creation and execution for key supplier relationships. • Manage existing and new commercial supplier contracts. • Manage outsourced relationships and functions. • Execute buying in accordance with the contracts. • Provide tender and contract assistance as problems arise, ensuring a cost effective, quality service. • Negotiate with suppliers on incorrect or damaged goods. • Control dealings with suppliers. • Maintain good communication with major suppliers on performance. • 	
4. Asset management	<ul style="list-style-type: none"> • Oversee the management of the NFCPT's assets within area of responsibility. • Manage assets in line with the policies and procedures of NFCPT. • Monitor, evaluate and report on compliance with asset management policies and procedures. • Maintain the inventory list in line with the NFCPT's policies and procedures. • Review the asset tag records • Conduct regular stock count at the head office store 	<ul style="list-style-type: none"> • % Compliance with policies and procedures • Up-to-date asset register
5. Legal compliance	<ul style="list-style-type: none"> • Identify/monitor relevant legislation and regulations for provisions / amendments which impact the procurement function. • Establish controls to ensure that provisions / amendments are implemented. • Ensure fairness and adherence to Public Procurement Act. • Ensure user rights / authorities in the department are delegated to the correct people. 	<ul style="list-style-type: none"> • Reports submitted on time • % Compliance
6. Budgets, Reporting and Document Control	<ul style="list-style-type: none"> • Prepare the required procurement reports and statistics to comply with all company and statutory / external requirements. • Responsible for accurate recording all purchase requisitions into orders after the tendering process. • Prepare and review reports on outstanding unprocessed items. • Provide input and data to support on- 	<ul style="list-style-type: none"> • Costs managed within budget parameters • Document control system in place • Reports submitted on time • Data integrity



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F. Key Performance Areas	Critical Tasks	Performance Indicators
	going budgeting and strategic planning process.	
7. Manage External Relationships	<ul style="list-style-type: none"> Identify and develop suppliers / partnerships to support NFCPT's business goals. Establish and maintain relationships with external suppliers, service providers, individual or business customers. Liaise with internal managerial staff and other colleagues to establish workflow including release dates, releasing order, dates, and cash flow management. Lead and facilitate supplier discussions to support material flow, projects, and escalations. Perform regular client satisfaction surveys to determine effectiveness of purchasing function. 	<ul style="list-style-type: none"> # Complaints / incidents submitted by source Mean time taken to resolve (by type) Max time to resolve (by type) % Improvement on customer and supplier efficiency
8. Professional Development and Growth	<ul style="list-style-type: none"> Maintain professional and technical knowledge and skills by attending development forums and/or relevant and appropriate training processes / interventions; establishing networks; self-studying; and benchmarking state-of-the-art practices. Read trade magazines and technical manuals, or attend conferences and seminars to maintain knowledge of current procurement practices, other technology devices and internet use. 	<ul style="list-style-type: none"> % Achievement on Personal Growth Goals Courses attended Management training

G. PRIMARY FEATURES OF THE JOB	
Typical Decisions Taken (Define Complexity)	Follows relevant and appropriate policies and procedures; own discretion must be applied in decision making.
Supervision Required (Daily, Weekly, Monthly)	Weekly
Pressure of Work / Physical Effort (Normal, Variable, Consistently High)	Pressure can be regarded as normal with definite peaks.
Working Conditions (Office, Field, Machine Shop, etc.)	Office.

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him/her, particularly when others are absent from work.



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H. JOB SIGN-OFF			
Compiled by	Visions Consulting	Date	April 2016
Responsible Manager		Date	
Job-Incumbent		Date	
HR Manager		Date	