



REPUBLIC OF NAMIBIA

# MINISTRY OF FINANCE

## CALL FOR EXPRESSION OF INTEREST

### for appointment as Member of the Central Procurement Board

The Minister of Finance is seeking expressions of interest for appointment in terms of section 11 of the Public Procurement Act, 2015 (Act No. 15 of 2015) from natural persons, to fill two (2) vacancies on the Central Procurement Board of Namibia.

The Central Procurement Board is established in terms of section 8 of the Public Procurement Act, 2015 with the principal object of conducting bidding process, awarding of procurement and disposal contracts on behalf of public entities and to enter into contracts that exceed the prescribed threshold for public entities. The Central Procurement Board principal objective also includes directing and supervising Accounting Officers in managing the implementation of procurement contracts entered on behalf of public entities.

#### 1. Composition of the Central Procurement Board

In accordance with section 11 of the Public Procurement Act, 2015, the Central Procurement Board is composed of nine members of whom not more than five may be of the same gender. In accordance with section 12 of the Public Procurement Act, 2015, members of the Board are appointed on a three-year part time basis and are eligible for reappointment at the expiry of that term, but may not be appointed for more than two consecutive terms.

#### 2. Qualifications and experience of Central Procurement Board members

In accordance with section 11(1)(b) of the Public Procurement Act, 2015, the Central Procurement Board members are chosen on the basis of their suitable qualifications, high repute, fitness and of their proven record of relevant knowledge and professional experience, including managerial, supervisory experience, to a sufficiently high level in the field of public procurement and disposal of goods, works and services. Central Procurement Board members must not be engaged in any other occupation in the procurement or disposal field that could put them in a situation of conflict of interests and limit their capacity to execute the duties of the Board. The Central Procurement Board members must be available at short notice to execute their functions. Applications will be subject to a comparative evaluation carried out by the recruitment committee constituted by the Minister. In particular, the following criteria will be taken into account:

##### 2.1. Selection criteria

Applicants must have a very good knowledge and understanding of the -

- (a) Namibian procurement system;
- (b) functioning of the Namibian public procurement system, issues and trends relating to the supply, delivery of goods, works and services; and
- (c) public procurement principles and cycle, with special focus on supervision, monitoring, evaluation and procurement contract management.

##### 2.2. Eligibility criteria

- (a) applicants must meet all of the following eligibility criteria (to be fulfilled on the closing date for applications). They must have -
  - (i) at least a baccalaureus qualification preferably in the field of law, economics, engineering, accounting, actuarial sciences, quantity surveying, architectural, project planning, project finance or business administration.  
Post graduate qualification in the above-mentioned fields will be considered favorably;
  - (ii) a sense of innovation, integrity, independence of mind including critical assessment of skills in the execution of their procurement duties;
  - (iii) a firm commitment to the principles of fairness, transparency, honesty and equality; and
  - (iv) an irreproachable professional standing;
- (b) applicants, if appointed as a member of the Central Procurement Board must -
  - (i) attend Central Procurement Board meetings during his or her term;
  - (ii) undertake to make an income and asset declaration;
  - (iii) undertake to make an oath or affirmation in terms of Section 75;
  - (iv) enter into a performance agreement as envisaged under section 11(3) of the Public Procurement Act, 2015;
  - (v) undertake, to disclose any other remunerative work to the Minister;
  - (vi) undertake, when required by the Central Procurement Board, to travel within and outside of Namibia
  - (vii) undertake not to adjudicate matters in which a conflict of interest may arise as envisaged under section 76 of the Public Procurement Act, 2015.

#### 3. Remuneration

The successful candidate will receive remuneration and allowances in terms of section 18 of the Public Procurement Act, 2015.

#### 4. Application procedure

For applications to be valid, they must be submitted in accordance with the procedures set out below and comprise the following -

- (a) a complete application form containing information substantially similar to the Public Service of Namibia (application form for employment) accompanied by a motivational letter
- (b) an up-to-date curriculum vitae;
- (c) certified copy of the applicant's identity document and;
- (d) certified copies of relevant academic qualifications and any other relevant documentation.

Applications must be submitted no later than **25 March 2022** (the date of receipt will be taken as proof).

Submission must be forwarded to the following address:

Office of the Executive Director Ministry of Finance Head Office, 9th Floor WINDHOEK

Or via email: [andreas.ileka@mof.gov.na](mailto:andreas.ileka@mof.gov.na)

**NB: Recommended Candidates will be subjected to a Vetting Process.**