

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act, No. 15 of 2015 (as amended), with the mandate to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities. CPBN is an equal opportunity employer and invites competent and suitably qualified candidates to apply for the following positions.

Elite Employment has been appointed by the CPBN as the exclusive recruitment partner to manage the full recruitment process of these four executive positions, which will be reporting to the Chief Executive Officer.

ALL POSITIONS ARE OFFERED ON A FIVE (5)-YEAR FIXED-TERM CONTRACT.

1 | EXECUTIVE: FINANCE AND ADMINISTRATION

Purpose

To support the Chief Executive Officer in the overall prudent financial long-term and short-term planning and management of the organisation, including Asset Management, Information Technology and Security in a manner that helps CPBN to achieve objectives.

Requirements

- Degree in Accounting (NQF8) Plus a Masters' Degree (NQF9) in Accounting/Finance/Commerce/relevant field OR CIMA/CA qualification.
- Eight (8) years' relevant working experience, of which 5 years should be at senior management level.

2 | EXECUTIVE: PUBLIC PROCUREMENT MANAGEMENT

Purpose

To lead and ensure the strategic, efficient, and compliant execution of public procurement processes and asset disposal, contributing to organizational effectiveness and adherence to regulatory frameworks.

Requirements

- Honours Degree (NQF8) in Procurement, Logistics & Supply Chain Management or relevant discipline.
- Master's degree (NQF9) in Procurement/Logistics/Supply Chain or relevant discipline will be an added advantage.
- Membership and CIPS (Chartered Institute for Procurement and Supply) qualifications, will be an added advantage.
- Eight (8) years' relevant working experience, of which 5 years should be at senior management level.
- Procurement experience in areas of Engineering, ICT, Medical/Pharmaceuticals, will be beneficial.

3 | EXECUTIVE: LEGAL & COMPLIANCE

Purpose

To oversee the provision of legal services by providing sound legal advice and making sound legal decisions that protects, defends and ensures the integrity of regulatory decisions and upholds the statutory integrity as per the Public Procurement Act, No. 15 of 2015 (as amended).

Requirements

- Masters' Degree (NQF9) in Law OR
- Bachelor of Law (LLB) (NQF8) Plus Admission as a Legal Practitioner.
- Eight (8) years' relevant working experience in a Legal and Compliance environment, of which 5 years should be at senior management level.

4 | EXECUTIVE: GOVERNANCE

Purpose

To develop, direct and implement CPBN's strategic corporate governance and company secretarial services in accordance with Nam-code, the Public Procurement Act, No. 15 of 2015 (as amended), and other applicable laws, rules and regulations.

Requirements

- Masters' Degree in Law (NQF9) or equivalent OR Bachelors of Law (LLB) (NQF8) Plus relevant Certification.
- Eight (8) years' relevant working experience in a Corporate environment, of which 5 years should be at senior management level.

Please apply by visiting the following website:

www.eliteemployment.com.na

and uploading your CV to the position.

CLOSING DATE: FRIDAY, 07 NOVEMBER 2025

For any enquiries, please contact:

Antoinette Druker (Executive Recruitment Consultant)

Email address: antoinette@eliteemployment.com.na

Antoinette: 083 723 4150

Please Note:

- Only shortlisted candidates will be contacted.
- Successful candidates will be subjected to a comprehensive security and vetting process.

