

**CLOSING DATE:**  
**23 June 2021**  
**before 17H00**

(Only short-listed candidates  
will be contacted)

# VACANCY



**CRAN**  
Communications Regulatory Authority of Namibia

## PROCUREMENT INTERNS X2

### Primary purpose of this position:

Reporting to the Procurement Officer, the Procurement intern will assist with the procurement and Logistics functions;

### Key Performance Areas:

- Receives requests for small value procurement from user Departments, preparation of relevant standard documents as prescribed by the Procurement Policy Unit – Ministry of Finance;
- Liaises with user Departments on selection of the most cost effective and suitable quotations from suppliers;
- Prepares purchase requisition and processes the requisitions for signature and approval by CEO;
- Captures purchase requisitions on ERP X3 System and generates Purchase Orders (PO);
- Facilitates signing of PO by the CEO;
- Submits the PO to the successful supplier and informs the user Department accordingly;
- Prepares requisitions for invoices and facilitates them for signature and submits to the Accounts Payable Section for payment;
- Follows-up with suppliers on outstanding invoices before month-end closure and forwards them to Accounts Payable Section;
- Assists Contracts Management Officer to finalise the annual asset verification (physical counting);
- Assists Contracts Management Officer with compiling of inventory sheets for all offices and buildings of CRAN and tagging of assets; and
- Assists with updating of the filing system for the Procurement Section.

### Internship Requirements:

- Third (3<sup>rd</sup>) year Bachelor of Logistics and Supply Chain Management;
- Excellent command of the English language;
- Good administrative Skills;
- Computer literacy particularly in MS Word and Excel; and
- Must be a Part-time or Distance student.

### Internship Duration:

The internship program is for a period of four (4) months.

**Applications must include:** i) a resume (CV); ii) copies of educational qualifications; iii) a cover letter indicating position applied for; iv) the names and contact information of three (3) professional references; and v) copy of ID.

### Applications should be addressed to:

Mr. Khumalo Kapelwa  
Industry Liaison Officer  
Namibia University of Science and Technology (NUST)  
Cooperative Education Unit  
Tel: 061 207 2652  
Email: [kkapelwa@nust.na](mailto:kkapelwa@nust.na)

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

### INTERNSHIP FEE:

CRAN offers an internship fee in line with the internship policy fee structure.