

TERMS OF REFERENCE

Post: Officer, Procurement

Reporting relationship: Manager, Administration

Gross Salary: MVR 10,834.00

RESPONSIBILITIES AND DELIVERABLES:

1. Receive, review and process purchase requisitions to carry out required procurement activities in accordance with the procurement policy.
2. Collecting and receiving quotations from vendors.
3. Assist in the bidding process including preparing announcements and receiving proposals.
4. Assist in managing service agreements and procurement contracts, ensure that contract obligations and resolve conflicts.
5. Provide administrative support as required by the Tender Committee.
6. Assist in the daily correspondence of the department and ensure that all paper works are in order.
7. Ensure that administrative tasks of the department including documentation, updating, and filing paperwork of the department are carried out in a timely manner.
8. Preparing daily, monthly, and quarterly reports as required.
9. Completing other tasks related to the work of the department assigned by the Supervisor.

REQUIREMENTS

1. MQA level 7 or 8 qualification in Business Administration / Business Management or any other relevant field; or
2. MQA level 5 or 6 qualification in Business Administration / Business Management or any other related field with minimum 1 year of experience in relevant field; or
3. MQA level 4 or equivalent qualification relevant to work of FDC with minimum 5 year of overall experience in relevant field.

SKILLS AND COMPETENCIES

1. Experience with office management software such as MS Office (MS Excel, MS Word, MS PowerPoint)
2. Must be able to work independently, be reliable and organized.
3. Fluency in both Dhivehi and English language