

## **TERMS OF REFERENCE**

**Post:** Assistant Officer, Procurement

**Reporting relationship:** Manager, Administration

**Employment Type:** Ordinary (first year on contract)  
**Gross Salary:** MVR 8,730.00

### **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 and purchases from vendors and compare suppliers' bills with bids and purchase orders in order to verify accuracy.
3. Maintaining accurate purchase and pricing records as well as supplier information such as qualifications, delivery times, product ranges, etc.
4. Assist in performing all the works relating to bidding process which includes, preparing the announcement, bid evaluations and other relevant documents to award the bids
5. Assist and prepare tender documentations and coordinate in obtaining the required approvals.
6. Assist in providing administrative support as required by the Tender Committee.
7. Prepare and assist in daily, monthly, and quarterly reporting as well as updating required sheets, including but not limited to preparing tender status reports and expected timelines on a regular basis and when required.
8. Assist in managing service agreements and procurement contracts, ensure that contract obligations are carried out.
9. Attend and monitor contractor works, where presence of procurement is required.
10. Assist in the daily correspondence of the department and ensure that all paper works are in order.
11. Support all administrative tasks of the department including documentation, updating, and filing paperwork of the department are carried out in a timely manner.
12. Completing other tasks related to the work of the department assigned by the Supervisor.

### **REQUIREMENTS**

- Completed A'level with minimum 3 passes, at least 2-3 years' experience in relevant field.
- Completed O'level with minimum 5 passes, at least 4 years of work experience in relevant field.

- **SKILLS AND COMPETENCIES**

1. Should be familiar with Microsoft office package (MS Excel, MS Word, MS PowerPoint, Microsoft Teams)
2. Must be able to work independently, be reliable and organized.
3. Should be able to prioritize based on the importance and urgency of the tasks and manage one's own time effectively.
4. Should be able to demonstrate professionally good relations with the suppliers.
5. Analytical capability in identifying and resolving procurement issues.
6. Discretion and need for Confidentiality