

Post: Officer, Procurement

Reporting Relationship: Head of Department

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. Preparing plans for the purchase of equipment, service and supplies.
3. Collecting and receiving quotations from vendors.
4. Maintaining accurate purchase and pricing records.
5. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
6. 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.
7. Prepare initial tender documentations and coordinate in obtaining the required approvals.
8. Prepare Tender status reports and expected timelines on a regular basis and when required.
9. Assist in managing service agreements and procurement contracts. Ensure that the contracts obligations and resolve conflicts.
10. Provide administrative support as required by the Tender Committee.
11. Assist in the daily correspondence of the department and ensure that all paper works are in orders.
12. Ensure that administrative tasks of the department including documentation, updating, and filing paperwork of the department are carried out in a timely manner.
13. Preparing daily, monthly, and quarterly reports as required.

14. Monitor contractor performance, recommending contract modifications when necessary. Also, before the expiry date of the contract based on the performance and the need of the corporation to process it for renewal.
15. Extensive presence is required where procurement work is carried out by a service provider.
16. Compare supplier bills with bids and purchase orders in order to verify accuracy.
17. Support all administrative tasks of the department including documentation, updating, and filing paperwork of the department are carried out in a timely manner.
18. Completing other tasks related to the work of the department assigned by the Supervisor.

EMPLOYEE SPECIFICATION

- MQA level 7 or 8 qualifications in Procurement, Logistics & Supply Chain Management or Business Administration or in a related field.
- MQA level 5 or 6 qualification in Procurement, Logistics & Supply Chain Management or Business Administration or in a related field, with minimum 1 year experience in procurement.

OTHER COMPETENCIES

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