

TERMS OF REFERENCE

Post: Supervisor, Operations

Reporting relationship: Manager, Administration

Gross Salary: MVR 16,245.00

RESPONSIBILITIES AND DELIVERABLES

- Carry out administrative functions to ensure smooth functioning of administrative and operational tasks.
- Ensure adequate stock is maintained in all office premises.
- Ensure proper document management including timely filing of all documents.
- Ensure all office equipment is kept operational.
- Oversee and facilitate fitting, repairing, and replacing fixtures and fittings, including lightbulbs, windows, doors, and hinges of office premises.
- Ensure that all malfunction and disrepair are reported to the head of department.
- Plan and supervise all repair installation services from a second party service provider.
- Keep maintenance logs and reports on daily activities.
- Ensure all vehicle maintenance work is carried out effectively, including fueling, cleaning and oil change.
- Ensure any damage and repair required for the vehicle are reported to head of department.
- Ensure all corporate assets are maintained within the corporation.
- Assist in movement of office assets.
- Maintain asset movement logs and report.

REQUIREMENTS

- MQA level 5 or 6 qualification in related field or equivalent with 5 to 7 years of work experience.
- MQA level 4 or equivalent qualification in technical field relevant to work of FDC with 8 to 10 years work experience.

SKILLS AND COMPETENCIES

- Experience in basic electrical wiring and plumbing would be an advantage.
- Must be familiar with basic tools and equipment.
- Must be able to work odd and long hours.
- Must be able to work independently, be reliable and organized.