TERMS OF REFERENCE (TOR)

Post:	Admin & Procurement Assistant
No of Vacancies:	01
Post Type:	Full time
Department:	Operations Department
Reporting to:	Manager - Operations

Key tasks, responsibilities, and deliverables:

- Carryout assigned procurement work in accordance with the corporation's procurement policy.
- Launch of Request for Quotations, to vendors to submit their quotations/prices or proposals based on the nature of the requirements and cost of procurement involved.
- Prepare evaluation reports, abstracts, or financial comparison matrix of offers, compile data contained in quotations, proposals, and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to cost, quality, delivery time, payments terms and others.
- Preparing the purchase orders and other tasks required for procuring an item/service.
- Respond to queries about the status of delivery raised by the requisitioner and about payment and other matters raised by the suppliers.
- Perform a wide range of office support, for events and workshops contributing to the efficient and effective management of the administrative and procurement activities.
- Assist project staff with all professional administrative procedures including processing requests for visas and addressing diplomatic papers and procedures.
- Maintain and update the office inventory.
- Assist in planning and organizing official events.
- Process travel requests according to the travel policy.
- Maintain relevant internal databases and files; keep track of contractual agreements, purchase orders, and other administrative documents.
- Maintain and update a vendor registry.
- Prepare and dispatch letters, memos, and emails according to the guidance provided by the Manager.
- Assist in maintenance works carried out at the Corporation.
- Maintaining all records related to admin and procurement.
- Carry out miscellaneous administrative tasks as assigned by the organization.

Requirements and Qualifications:

- GCE 'O' Level three 'C' pass and SSC Dhivehi pass with 3 years relevant experience
  Or,
- Certificate Level 3 in relevant field.
  Or,
- MQA level 5 qualification in a related field with 1 year of work experience in a related field.

Other Competencies required:

- Fluent in written and spoken English and Dhivehi Knowledge of the local business environment and supply chain.
- Excellent interpersonal and communication skills.
- Excellent computer skills including processing word documents, spreadsheets, and databases.
- Great focus and attention to detail.
- Ability to work under pressure.
- Ability to manage multiple concurrent deadlines.
- Experience in public procurement would be an added advantage.

Remuneration package:

- Gross pay between MVR 12,500 – MVR 13,500 depending on the Qualification and Experience.

Other Benefits:

- Health Insurance as per company policy
- Training & Development opportunities

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited from MQA**
- Reference letters from current/ previous employers certifying type of employment, job roles and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: https://sdfcmv.aidaform.com/job-application-form-admin-procurement-officer-assistant before 31st December 2023, **14:00hours.**

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified for interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026018 or email to careers@sdfc.mv