

Terms of Reference

1. Introduction

Post: Assistant Manager, Procurement

Type: Permanent

Department: Procurement

2. Position Overview

The Assistant Manager Procurement is a key position supporting the Head of Procurement in overseeing and managing the organization's procurement activities. The role involves assisting in strategic sourcing, supplier management, and ensuring efficient and cost-effective procurement processes.

3. Reporting Relationship and Communication

The Assistant Manager Procurement will report directly to the Head of Procurement, providing regular updates on ongoing procurement activities, challenges, and achievements.

4. Key Responsibilities

Under the directions and guidance of the Head of Procurement, the assistant manager will lead the procurement activities in undertaking the following responsibilities;

- Assist in the development and implementation of procurement policies, procedures, and best practices.
- Support the procurement team in the end-to-end procurement process, from requisition to payment.
- Collaborate with internal stakeholders to gather and understand procurement needs and requirements.
- Participate in the identification and evaluation of potential suppliers, conducting market analysis as needed.
- Assist in negotiating contracts and agreements to secure favorable terms, pricing, and conditions.
- Monitor and evaluate supplier performance, addressing issues or concerns in a timely manner.
- Ensure compliance with procurement policies, legal requirements, and ethical standards.
- Contribute to the development and maintenance of relationships with key suppliers.
- Collaborate with cross-functional teams to ensure alignment between procurement activities and organizational objectives.

- Support cost-saving initiatives and strategies within the procurement function.
- Assist in risk assessment and management within the supply chain.
- Forecast demand and plan procurement activities accordingly.
- Monitor and analyze procurement costs, identifying areas for optimization.
- Explore alternative sourcing options to reduce expenses while maintaining quality.
- Other relevant tasks assigned by Fenaka Corporation.

5. Education and Experience

- A Master's Degree or equivalent professional certification (MNQF level 9) in the field of procurement or related field with 2 years of professional work experience at managerial level in a related field.

OR

- A Bachelors' Degree or equivalent professional certification (MNQF level 7) in the field of procurement or related field with 3 years of professional work experience at managerial level in a related field.

OR

- A Diploma or equivalent professional certification (MNQF level 5 & 6) in the field of procurement or related field with 4 years of professional work experience at managerial level in a related field.

6. Skills and Competencies

- Familiarity with procurement processes and contract management.
- Excellent communication, interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Skill in fostering collaboration among diverse teams.
- Proficient with Microsoft Office Suite or related procurement management software.
- Fluency in written and spoken Dhivehi and English language is essential.
