

Terms of Reference

1. Introduction

Post: Director, Procurement

Type: Permanent

Department: Procurement

2. Position Overview

The Head of Procurement is a key leadership role responsible for overseeing the organization's procurement activities and ensuring the efficient and cost-effective acquisition of goods and services.

3. Reporting Relationship and Communication

The Head of Procurement will report directly to Chief Service Officer, providing regular updates on procurement activities, strategies, and performance.

4. Key Responsibilities

Under the directions and guidance of the Chief Service Officer, the Head of Procurement will lead the Procurement Department in undertaking the following responsibilities;

- Develop and implement procurement policies, procedures, and best practices in alignment with organizational goals.
- Lead and manage the procurement team, providing guidance, support, and training as needed.
- Oversee the entire procurement process, from identifying needs to supplier selection, negotiation, and contract management.
- Collaborate with internal stakeholders to understand their procurement needs and requirements.
- Conduct market research and analysis to identify potential suppliers, assess product/service offerings, and negotiate favorable terms and conditions.
- Ensure compliance with relevant laws, regulations, and ethical standards in all procurement activities.
- Monitor and evaluate supplier performance, addressing any issues or concerns promptly.
- Develop and maintain strong relationships with suppliers to optimize pricing, quality, and delivery performance.
- Implement and maintain a robust procurement system or software for efficient tracking and reporting.

- Collaborate with internal departments to understand their procurement needs and requirements.
- Forecast demand and plan procurement activities accordingly.
- Develop and maintain relationships with internal stakeholders to ensure alignment with organizational objectives.
- Implement cost-saving initiatives and strategies.
- 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 8 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 10 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.