

## Terms of Reference

### 1. Introduction

**Post:** Senior Officer, 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.

Oversee and manage procurement activities, ensuring the timely and cost-effective acquisition of goods and services required for the operation and maintenance of utility infrastructure.

### 3. Reporting Relationship and Communication

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

### 4. Key Responsibilities

Under the directions and guidance of the Assistant Manager, the senior officer, procurement will lead the procurement activities in undertaking the following responsibilities;

- Plan, supervise and coordinate procurement activities for goods and services.
- Prepare and submit in a timely manner the annual procurement plans of the company in accordance with its Annual Operating Plans.
- Examine relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.
- Consult price lists and catalogues and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.
- Prepare and evaluate bidding documents and associated contracts, in accordance with the company's procurement procedures, laws and regulations.
- Draw up tender lists based on Programme's requirements and study bids, comparing prices and specifications.

- Arrange for the Selection Committee to review tenders and prepare relevant paperwork.
- Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
- Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services.
- Undertake the procurement activities, such as reviewing technical specification for goods and works; researching market for procurement bid lists; reviewing Terms of Reference for consultant services; preparation of bidding documents; writing evaluation reports; training of bid evaluation committees.
- Develop tools for capturing procurement data and identify progress towards the achievement of the procurement schedules.
- Update the monthly procurement plan.
- Participate technical committees or component team meetings in order to ensure timely implementation progress and a focus on procurement related activities.
- Monitor and analyze procurement costs, identifying areas for optimization.
- Explore alternative sourcing options to reduce expenses while maintaining quality.
- Undertake any other duties and responsibilities that may, from time to time, be reasonably requested by the supervisor.

## 5. Education and Experience

- A Bachelors' Degree or equivalent professional certification (MNQF level 7) in the field of procurement or related field with 2 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 3 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.
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