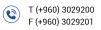


Ref. Number: MSS-JV/2024/003 Date: 11th January 2024

JOB OPPORTUNITY

Position Name	Officer - Procurement
No. of Position	1
Worksite / Department	STO Trade Center / 2 nd Floor
Salary	 Net Salary Range: MVR 11,442.00 /- – MVR 13,602.00/- Health insurance will be provided after probation. Overtime Allowance
Job Responsibilities	 Managing the procurement process including preparing request forms, collecting quotation, and preparing Purchase Orders Ensure that the preparation of Purchase Orders for relevant procurements aligns with procurement policy, approved budget, internal processes, and procedures. Review requisition orders and verify specifications for requested goods and services from relevant departments. Compare prices, specifications, delivery dates and quality to determine the best offer among potential suppliers. Responsible for negotiating with external parties to secure the most advantageous terms and conditions for the corporation. Monitor and evaluate supplier performance, according to an appropriate service level agreed, on a continuous basis. Keep track of all goods and services ordered and received in a systematic manner. Ensure inventory records are maintained accurately, and release stock items to staff when required. Keep track of all contracts entered by MSS and ensure that the execution of assignments is in compliance with procurement rules. Oversee the maintenance and upkeep of all the business operations, including managing vendors and contractors as needed. Manage the purchasing process for office supplies and equipment, ensuring inventory levels are maintained and orders are fulfilled promptly. Manage the asset management function, including tracking and maintaining inventory, overseeing the maintenance and upkeep of equipment and facilities, and ensuring compliance with all referent policies and soppliance with all







	Follow and enforce the company's procurement policies and procedures.
Required Qualifications	 5 O'Level Pass and 3 A'Level Pass OR Diploma in a related field and 01 Years of Work Experience OR Bachelor's Degree in a related field and 02 Years of Work Experience
Preferred Requirements	 Strong project management and organizational skills, including the ability to manage multiple tasks and projects simultaneously. A strong attention to detail and the ability to think creatively to solve problems. Strong organizational and time-management abilities Computer skills with knowledge of MS Office Applications Knowledge of relevant product sectors Excellent verbal and written communication skills in Dhivehi and English Excellent inter-personal skills and ability to work in a team environment Should be able to work long hours Pleasant personality
Deadline	18 th January 2024/ 1400hrs
How to Apply	Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv. 1. Job letter 2. Copy of ID card 3. Copies of academic certificates 4. CV 5. Copies of reference letter by previous employers 6. Police Report
	For further clarifications you may contact us on +960 3029200.

Maldives State Shipping Company (Pvt) Ltd - A subsidiary of STO





