

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	<ul style="list-style-type: none"> • Net Salary Range: MVR 11,442.00 /- – MVR 13,602.00/- • Health insurance will be provided after probation. • Overtime Allowance
Job Responsibilities	<ul style="list-style-type: none"> • 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 relevant policies and SOPs.



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	<ul style="list-style-type: none"> Follow and enforce the company's procurement policies and procedures.
Required Qualifications	<ul style="list-style-type: none"> 5 O'Level Pass and 3 A'Level Pass <p>OR</p> <ul style="list-style-type: none"> Diploma in a related field and 01 Years of Work Experience <p>OR</p> <ul style="list-style-type: none"> Bachelor's Degree in a related field and 02 Years of Work Experience
Preferred Requirements	<ul style="list-style-type: none"> 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	<p>Interested candidates may send the following documents to our email HRAdmin@stateshipping.mv.</p> <ol style="list-style-type: none"> Job letter Copy of ID card Copies of academic certificates CV Copies of reference letter by previous employers Police Report <p>For further clarifications you may contact us on +960 3029200.</p>

