



TERMS OF REFERENCE

Post: Assistant Manager, Procurement

Reporting relationship: HOD of procurement

Gross Salary: MVR 21,805

RESPONSIBILITIES AND DELIVERABLES

1. Supervise and coordinate all activities of the Procurement Department, ensuring strict adherence to the procurement policy.
2. Regularly review changes in laws and regulations related to procurement. Ensure alignment of the Corporation's policies with legal requirements and best practices.
3. Assist and ensure the revision of all relevant Standard Operating Procedures (SOPs), keeping them up to date.
4. Assist in preparing the annual department budget, including relevant project budgets. Administer the approved departmental budget to ensure the economic utilization of resources.
5. Provide clear direction, support, and supervision to ensure efficient and timely task completion. Assist in strategically managing the workload within the department.
6. Assist in compiling and systematically maintaining an up-to-date vendor and supplier registry database. Actively contribute to managing positive supplier relations to foster long-term partnerships.
7. Collaborate with the finance department to streamline and facilitate seamless payment processes.
8. Assist in identifying potential risks within the procurement process. Contribute to implementing strategies to mitigate these risks, ensuring the continuity of the supply chain and minimizing disruptions.
9. Support the development and execution of procurement strategies aligned with organizational objectives. Emphasize efficiency, cost-effectiveness, and quality assurance. Contribute to conducting comprehensive market analysis, supplier identification, and contract negotiations to secure favorable terms and pricing.
10. Ensure that administrative tasks of the department, including documentation, updating, and filing paperwork, are carried out in a timely manner.



EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

MQA level 7 or 8 qualification with 3-5 years of overall experience in relevant field

SKILLS AND COMPETENCIES

- Proficiency in understanding and applying country-specific currency laws and regulations, ensuring compliance within procurement activities.
- Expertise in budget management and calculations, collaborating effectively with processing teams to determine dates, statistics, and financial parameters crucial for project planning and execution.
- Proficient in utilizing statistical analysis for evaluating and managing team performance, leveraging statistical insights to optimize decision-making and resource allocation.
- Familiarity with procurement-related software, demonstrating technical proficiency to navigate and leverage such tools effectively for project management and procurement activities.