

TERMS OF REFERENCE

1. Post Details:

Designation:	Administrative Officer
Post Type:	Permanent
Contract Duration:	Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
Department:	General Services
Division:	Corporate Affairs

2. Reporting Requirements

The Administrative Officer will report to the Manager, General Services.

3. Overall Responsibilities

The Administrative Officer will primarily be responsible for carrying out tasks related to the procurement function of the General Services Department.

The Administrative Officer will also assist with carrying out tasks related to the administrative function of the General Services Department.

4. Scope of Work

The Administrative Officer will be responsible for the following tasks.

- Assisting with the implementation of the Procurement Policy and other procurement related policies and procedures.
- Procurement of goods and services required by the Pension Office in a timely manner.
- Carrying out all applicable procurement related responsibilities stated in the Procurement Policy.
- Obtaining quotations for requisition of goods and services.
- Drafting bid or tender related documents, including announcements, RFQs, REOIs, etc.
- Conducting pre-bid information sessions and bid submission meetings.
- Carrying out the secretarial work of the Procurement Committee.

- Drafting agreements and management of signed agreements related to provision of goods and services, and carrying out tasks related to renewing agreements in a timely manner.
- Negotiating contracts, terms and deadlines with vendors and suppliers.
- Communicating and coordinating with vendors, and maintaining a good working relationship with them.
- Identifying potential suppliers based on requirements.
- Ensuring goods and services procured are delivered in due time.
- Ensuring all procurement records are kept in line with relevant policies and procedures.
- Maintaining, scanning, filing and storage of all procurement related documents.
- Assisting with maintenance and updating of the fixed assets register, inventory and stock.
- Publishing advertisements on the Government Gazette, Pension Office website and other platforms as required.
- Providing support during official activities, meetings, events, trainings, travel arrangements, etc. organised by the Pension Office.
- Providing procurement related information and reports requested by internal and external auditors, with the authorization of the Manager, General Services.
- Performing any other relevant tasks assigned by the Manager, General Services.

5. Qualification and Experience

- A Bachelor's degree (MNQF level 7) or an equivalent professional qualification in the field of business administration or a related area.

OR

- A Diploma (MNQF level 5) or Advanced Diploma (MNQF level 6) or an equivalent professional qualification in the field of business administration or a related area, with 1 year of relevant work experience in a related field.

6. Competencies

- Should have excellent communication skills, and be fluent in written and spoken English and Dhivehi.
- Should be able to multitask and work within tight schedules.
- Should also be able to maintain effective working relationships, and have good communication and situation management skills.
- Should be willing to learn new things, and be a fast learner.
- Should be able to complete tasks with a high level of attention to detail.
- Should demonstrate strong work ethic and organisational skills.

- Should have a good attitude, pleasant personality and excellent interpersonal skills.
- Should be proficient in using basic computer applications, and should be proficient in using computer applications, specifically Microsoft Office or Google Workspace.
