

HDC (161)-HR/IU/2019/123

18th September 2019

**Procurement Officer**

**Procurement**

**MINIMUM QUALIFICATION & REQUIREMENT**

1. Diploma or MNQF Level 5 qualification in relevant field
2. Relevant experience in the field will be an added advantage

**OVERALL SCOPE**

Carry out the work of procuring items/equipment’s or any services required by the Corporation as per the Procurement policy of the Corporation

**SCOPE OF WORK**

* Receive requirements from all departments for tendering process and check whether all details were filled properly giving all the details
* Prepare standardized tender templates and documents
* Develops the bid and tender strategy
* Prepare initial tender documentations and coordinate in obtaining the required approvals
* Maintain a list of qualified vendors, especially as related to planned tenders and monitoring deadlines.
* Assists in preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc.
* Assemble and maintain internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions.
* Prepares Tenders status reports and expected timelines on a regular basis and when requested.
* Carryout administrative work of announcing bids including the preparation of advertisement, preparation of related documents, preparation of comparisons for evaluation and all works related to awarding bids
* Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
* Monitor contractor performance, recommending contract modifications when necessary.
* Any other related works as directed by HOD or immediate supervisor

**JOB SKILLS AND SPECIFICATIONS**

* Presentation skills
* Knowledge of basic buying and purchasing practices
* Should possess knowledge of basic budget management and calculations.
* Should possess good customer relation skills
* Should be well organized, detail-oriented, forward thinking and proactive
* Should be familiar with Microsoft office package
* Should be able to work as an individual and as a flexible team player
* Should be able to priorities tasks and manage one's own time effectively.
* Discretion and need for Confidentiality

**SALARY PACKAGE:**

Gross Salary between 12,500.00 to 14,375.00 based on qualification and experience.

**………………………………………………………………………………………………………………………………..**

**Application Address**

Housing Development Corporation Ltd.

HDC Building

 Ground Floor

Phone: +960 3353535

Fax: +960 3358892

Email: hr@hdc.com.mv

Website: [www.hdc.com.mv](http://www.hdc.com.mv)

**Application Process:**

Download ([www.hdc.com.mv](http://www.hdc.com.mv/downloads/corporate.php) ) or pick up an Application Form from our office and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** (required to submit if shortlisted for interview) and ID card or Driver’s License copy

**Application Deadline: Date: 25th September 2019 (Wednesday) Time: 14:00hrs**

**JOB VACANCY**