

TERMS OF REFERENCE (TOR)

Announcement No: SMED/HR/IU/2026/23

Post: Lead Procurement Executive
No of Vacancy: 01
Post Type: Permanent
Department: Procurement Department
Reporting to: Head of Procurement

Key tasks, responsibilities, and deliverables:

- Lead the preparation, validation, and implementation of the Annual Procurement Plan in coordination with all business units.
- Ensure alignment of procurement planning with budget, business priorities, and cost optimization objectives.
- Execute end-to-end procurement processes across all thresholds, ensuring strict compliance with Procurement Policy and regulatory expectations.
- Execute and validate the selection and application of procurement methods (RFQ, RFP, OCB, Direct Purchase).
- Oversee all tendering processes including bid issuance, receipt, and opening procedures ensuring compliance with established procedures.
- Act as secretariat to the Procurement Committee, ensuring:
 - Timely notification and communication with members.
 - Completeness of documentation and deliberations.
 - Compliance with policies and procedures
- Coordinate and manage high-value procurements with relevant committees.
- Lead vendor sourcing strategies including EOI, RFI, and market assessments to enhance competition.
- Oversee vendor pre-qualification, evaluation, and empanelment processes.
- Prepare comparison sheets, commercial summaries, and evaluation documentation of bids received for review by the evaluation committee.
- Ensure evaluations are conducted on a fair, transparent, and value-for-money basis, considering cost, quality, delivery timelines, and commercial terms.
- Draft procurement contracts and coordinate with Legal and user departments for review and finalization.
- Ensure timely monitoring of the execution of contracts and deadlines.
- Maintain procurement databases and records to support reporting and analysis.
- Prepare procurement reports for management and committees.
- Act as the focal point for all procurement audits.
- Identify, assess, and mitigate procurement-related risks.
- Provide guidance and clarification on procurement policies, procedures, and best practices.



- Act as a key liaison between business units, vendors, and committees.
- Escalate any deviations, non-compliance, or control weaknesses.
- Respond to routine queries from internal stakeholders and suppliers.
- Perform any ad hoc procurement related tasks assigned by the line manager.

Requirements and Qualifications:

- MQA level 5 or 6 with Minimum 05 years of experience in relevant field.
OR
- MQA level 7 with Minimum 01 year experience in relevant field.

Salary & benefits:

- Competitive Salary Package
- Health Insurance as per company policy
- Training and development opportunities

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited by MQA**
- Reference letters from current/ previous employers certifying types of employment, job roles, and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link: <https://smedmv.aidaform.com/job-application-form-lead-procurement-executive0> **24th August 2026, 14:00hours.**

Important notes for applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only **short-listed candidates will be notified** for an interview.

For inquiries, please contact us on weekdays between 8:30 am to 14:00 pm via 1613 or email to careers@smedigital.mv