



JOB OPPORTUNITY

Reference Number

MND/PO/J/26/29

Date

24 September 2026

Maldives Innovation
and Digital Company

+960 3335777
info@mindco.mv

G. Niusha, 5th Floor
Lily Magu, Malé 20130
Republic of Maldives

Post	Manager, Corporate Operations
No of Positions	01
Employment Type	Contractual Full-Time
Terms of Employment	This is a one-year assignment from the commencement of work. Contract renewal eligibility requires both the successful completion of probation and a satisfactory annual performance review
Location	Head Office / Male'
Remuneration	Based on qualifications and experience

BACKGROUND

The Corporate Services Division provides the organizational support required for the effective operation of MINDCo. Its functions include People and Culture, Administration, Procurement, Legal Coordination, Compliance and Service Quality Assurance.

MINDCo is seeking a Manager, Corporate Operations to manage the Administration and Procurement functions and ensure that these services are delivered efficiently, transparently and in accordance with approved policies and procedures.

The role will operate under the direct supervision of the General Manager, Corporate Services and provide cross-functional support across Corporate Services when assigned, contributing to the continuity and timely delivery of priority activities.

PURPOSE OF THE ROLE

The Manager, Corporate Operations is responsible for managing and supporting MINDCo's administrative, facilities, workplace, logistical and procurement operations.

The role will establish effective workplans and service standards, supervise assigned employees, monitor expenditure and procurement activities, manage vendors and administrative service providers, and ensure operational requirements are completed within approved timelines and controls. The position will also support the General Manager in preparing corporate reports, management submissions, operational analytics, dashboards

and evidence-based recommendations. It may provide cross-functional support for other Corporate Services activities such as people operations within delegated authority.

SCOPE OF WORK

Administration and Workplace Operations

- Manage MINDCo's day-to-day administrative and workplace-support functions.
- Develop and implement administration workplans, service standards and operating procedures.
- Manage corporate facilities, workplace infrastructure and operational support services.
- Ensure that offices, meeting spaces, equipment and common areas remain functional and fit for purpose.
- Manage official travel, transportation, meetings, events, official visits and logistical arrangements.
- Oversee office supplies, administrative stock, equipment requirements and related records.
- Monitor health, safety, security and workplace-readiness requirements.
- Coordinate the timely resolution of administrative and facility issues.
- Recommend improvements that increase administrative efficiency and service quality.

Procurement Management

- Manage assigned procurement activities in accordance with applicable requirements and approved MINDCo policies.
- Coordinate annual and periodic procurement planning with organizational divisions.
- Review procurement requests, specifications, scopes of work, cost estimates and supporting documentation.
- Determine or recommend the appropriate procurement method within approved procedures.
- Oversee the preparation and issuance of quotations, tenders and other solicitation documents.
- Coordinate quotation and tender evaluations and provide the required support to evaluation panels and the Tender Committee.
- Ensure procurement decisions, approvals and supporting records are complete and properly documented.
- Monitor purchase orders, contracts, delivery schedules and procurement commitments.
- Manage vendor records, due-diligence documentation and performance monitoring.
- Identify procurement risks, delays or non-compliance and escalate significant matters.
- Coordinate with Finance on budgets, invoices, payment documentation and procurement reporting.

Contract and Vendor Administration and Management

- Maintain complete records of administrative contracts, service agreements, purchase orders and relevant commitments.

- Monitor contract milestones, renewals, expiry dates, service levels, warranties and delivery obligations.
- Coordinate routine communication with vendors, contractors, landlords and service providers.
- Verify the delivery of goods and completion of services before processing related documentation.
- Record and address routine vendor-performance concerns.
- Escalate material contractual disputes, non-performance or legal concerns to the General Manager.
- Coordinate with the Legal function or external legal advisers through approved reporting arrangements.

Team and Service Management

- Manage employees assigned to the Administration and Procurement functions.
- Establish individual objectives, work schedules and service-delivery expectations.
- Allocate work, monitor progress and review the quality and timeliness of outputs.
- Provide guidance, coaching and feedback to assigned employees.
- Identify team capability gaps and recommend relevant training or development.
- Support probation, mid-year and annual performance reviews for assigned employees.
- Ensure appropriate segregation of duties within administrative and procurement processes.
- Maintain continuity of essential services during leave, vacancies and periods of increased workload.

Policies Controls and Reporting

- Draft and review administration and procurement policies, SOPs, templates and guidelines.
- Submit proposed policies and material procedural changes to the General Manager for review.
- Implement approved policies and monitor compliance within assigned functions.
- Maintain accurate operational registers, trackers, records and management information.
- Prepare periodic administration, procurement, vendor and contract-status reports.
- Support internal and external audits and coordinate responses to relevant findings.
- Maintain appropriate document controls, confidentiality and records-retention arrangements.
- Monitor operational risks and implement approved corrective actions.

Corporate Reporting and Analytics

- Coordinate the collection and consolidation of information required for Corporate Services and organization-wide reports.
- Prepare high-quality corporate reports, management papers, presentations, briefing notes and executive submissions.

- Develop and maintain operational dashboards covering Administration, Procurement and other assigned Corporate Services areas.
- Analyse operational, procurement, workforce and service-delivery data to identify trends, risks, delays and improvement opportunities.
- Translate data and operational findings into clear insights and practical recommendations for the General Manager and where appropriate to the Management.
- Verify the accuracy, completeness and consistency of information included in reports and submissions.
- Coordinate inputs from Corporate Services functions and other divisions within established reporting timelines.
- Maintain reporting calendars, data sources, evidence and supporting records.
- Support corporate planning, performance monitoring, Board reporting and management reporting when assigned.
- Assist in improving reporting templates, data-collection methods and analytical tools.
- Maintain confidentiality and appropriate access controls over corporate, commercial and employee information.
- Support digitalisation of internal corporate functions

Cross Functional Corporate Services Support

- Provide cross-functional support across Corporate Services when assigned by the General Manager.
- Maintain sufficient working knowledge of approved Corporate Services policies, procedures and operational requirements.
- Support the continuity of essential and time-sensitive activities across the Division.
- Assist with routine People and Culture processes, including attendance, leave, onboarding, employee documentation and payroll-input coordination, within delegated authority.
- Coordinate with the relevant functional lead and maintain complete records of actions taken.
- Refer grievances, disciplinary matters, legal concerns, policy exceptions and changes to employment terms to the General Manager or the relevant authorized officer.
- Protect the confidentiality of employee, commercial and operational information.

Expected Outputs

- Annual Administration and Procurement workplans.
- Updated procurement plan and status tracker.
- Accurate procurement, vendor, contract and administrative registers.
- Timely completion of approved procurement and administrative activities.
- Periodic management reports covering progress, delays, expenditure, risks and corrective actions.
- Updated Administration and Procurement policies, SOPs and templates.
- Facilities, maintenance, travel, stock and service-provider monitoring records.
- Vendor-performance information and contract-renewal schedules.
- Documented team objectives, work allocations and performance reviews.

- Continuity of essential Corporate Services operations during temporary staff absences.
- Accurate and timely corporate reports, management submissions, presentations and briefing materials.
- Operational dashboards and analytical reports covering assigned Corporate Services functions.
- Consolidated analysis of operational performance, procurement progress, expenditure, service standards and key risks.
- Evidence-based recommendations supporting management decisions.
- Reliable reporting calendars, source records and supporting documentation.
- Coordinated and timely inputs for corporate, management and Board reporting.

Qualifications and Experience

Essential Requirements

- Master's degree in management, procurement, operations, corporate management, business administration or a related field with minimum of 5 years of relevant professional experience in administration, procurement, corporate services or operational management.
- Or Bachelor's degree in Business Administration, Management, Procurement, Supply Chain Management, Human Resource Management, Public Administration or a related discipline with minimum of 8 years of relevant professional experience in administration, procurement, corporate services or operational management.
- Demonstrated experience managing procurement processes and administrative operations.
- Experience supervising employees or coordinating the work of a team.
- Practical knowledge of procurement documentation, vendor management and contract administration.
- Experience preparing policies, SOPs, reports, management papers and operational records.
- Strong understanding of internal controls, confidentiality and delegated authority.

Desirable Requirements

- Professional certification in procurement, supply chain, project management, facilities management or human resource management.
- Experience working in a regulated, public-sector or state-owned enterprise environment or large private sector corporations.
- Experience supporting audits, committees, tender processes or corporate governance requirements.
- Working knowledge of employment administration and HR operational processes.
- Experience improving or digitalizing corporate processes and workflows including administrative and procurement workflows.

Required Competencies

- Clear written and verbal communication in both English and Dhivehi
- Operational planning and coordination
- Procurement and vendor management
- Administrative and facilities management
- Team supervision and performance management
- Policy and procedure development
- Risk identification and internal control
- Financial and commercial awareness
- Analysis and management reporting
- Negotiation and stakeholder coordination
- Integrity, impartiality and confidentiality
- Attention to detail and record management
- Problem-solving and sound judgment
- Ability to manage competing priorities and deadlines
- Drafting and report writing skills
- Ability to initiate and undertake role specific work with minimal supervision

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed job application form together with an up-to-date CV to talent@mindco.mv no later than 16:00 hrs on 30th September 2026.

ADDITIONAL DOCUMENTS FOR SHORTLISTED CANDIDATES

Please be informed that applicants who are shortlisted will be contacted for an interview and will be required to provide the following documents via email to talent@mindco.mv upon notification:

- A recent passport-size photograph (digital copy)
- A scanned copy of the National ID card
- Scanned copies of educational certificates
- Employment reference letters from previous employers
- Valid police report

OUR COMMITMENT TO DIVERSITY & INCLUSION:

At MINDCo, we champion an inclusive and respectful workplace where everyone has equal opportunities to thrive. We welcome applications from all qualified individuals, and we strongly encourage women to apply.