بسم الله الرحمن الرحيم

Position	Corporate Services Lead
Division / Function	Corporate Services

JOB DETAIL

Job Summary

The Corporate Services Lead is responsible for coordinating the day-to-day delivery of corporate services, including administration, facilities, procurement, and operational support. Working closely with the Chief Corporate Officer, the role ensures efficient service delivery, compliance with organisational policies and regulatory requirements, and effective support to business operations.

- Work closely with the Chief Corporate Officer and other key stakeholders to ensure the effective day-to-day delivery of Corporate Services operations across the organisation.
- Manage the day-to-day administration of office facilities, infrastructure, equipment, and organisational assets, ensuring a safe, secure, and efficient working environment.
- Coordinate building and facilities management activities, including maintenance, repairs, workspace planning, inventory control, office relocations, and infrastructure readiness to support operational requirements
- Implement and maintain administrative policies, procedures, and service standards, ensuring consistent, compliant, and efficient service delivery.
- Coordinate corporate logistics, travel arrangements, and administrative support services to facilitate smooth business operations.
- Coordinate procurement activities in accordance with organisational policies and procedures, ensuring transparent, compliant, procurement processes.
- Administer procurement documentation and contracts, monitor vendor performance against service level agreements (SLAs), and maintain effective supplier relationships.
- Identify opportunities to improve administrative and procurement processes, enhance operational efficiency, standardise practices, and achieve cost savings.

- Respond to general enquiries received by the organisation, maintain accurate records of incoming and outgoing correspondence, and ensure compliance with document management, confidentiality, data protection, and record retention requirements.
- Maintain accurate records relating to procurement, contracts, assets, facilities, and corporate services activities, and prepare reports to support management decision-making.

REQUIRED QUALIFICATION & EXPERIENCE

A Master's degree in Business Administration/Management, or a related field with a minimum of 3 years of progressive experience in a similar field, including at least 1 year of experience in a leadership role.

OR

A Bachelor's degree in Business Administration/Management, or a related field with a minimum of 5 years of progressive experience in a similar field, including at least 2 years of experience in a leadership role.

DESIRED SKILLS AND COMPETENCIES

- Professional certifications in Procurement will be considered a strong added advantage.
- A qualification or background in Information Technology will be considered an added advantage.
- Excellent written and verbal communication skills in both English and Dhivehi.
- Proficiency in Microsoft Office applications, with familiarity with ERP systems and e-procurement platforms, will be considered an added advantage.

REQUIRED DOCUMENTS

- Up-to-date Curriculum Vitae (CV)
- A copy of the National Identity Card
- Copies of MQA accredited academic certificates and transcripts. If a qualification is not MQA-accredited, a letter from the MQA confirming that the qualification is recognised and accepted by the Authority.
- Copies of relevant professional industry certifications.
- Employment letters from current and/or previous employers.