

## **TERMS OF REFERENCE (TOR)**

**Post:** Admin & Procurement Officer

**Vacancies:** 01

**Post Type:** Full time

**Reporting to:** Operations Manager

### **Key Tasks, Responsibilities and Deliverables:**

- Carryout all procurement work in accordance with the corporation's procurement policy.
- Ensure the integrity and transparency of the procurement process and compliance with relevant internal policies.
- Implement proper procurement planning every year in coordination with relevant Teams in order to ensure cost-effective solicitation of goods and services.
- Identify and fully understand the details and conditions of the best procurement methods to be used for maximized competitive bidding process through pre-qualification exercise, i.e. Call for Expression of Interest or Request for Information.
- Launch of Request for Quotations, Requests for Proposals and Invitation to Bid inviting vendors to submit their quotations/prices or proposals based on the nature of the requirements and cost of procurement involved.
- Preparing the purchase orders, receiving, storing, issuing the goods, managing the stock levels and giving out the supplies from the stock.
- Prepare evaluation reports, abstracts or financial comparison matrix of offers, compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to cost, quality, delivery time, payments terms and others.
- Prepare and submit for approvals agreements and contracts to the Operations Manager.
- Provide clarifications and advice on SDFC's procurement procedures and practices; respond to queries about the status of delivery raised by requisitioner and about payment and other matters raised by the suppliers.
- Perform a wide range of office support, for events and workshops contributing to the efficient and effective management of the administrative and procurement activities.
- Assist project staff with all professional administrative procedures including processing requests for visas, addressing diplomatic papers and procedures.
- Assist the project staff with all travelling procedures: mission orders, flight tickets, booking of hotels, processing of expenses claims, etc.
- Manage filing and archiving of administrative and technical documents and update registers regularly.

- Maintain relevant internal databases and files; keeps track of contractual agreements, and purchase orders and other administrative documents.
- Maintain and update a vendor registry.
- Maintaining all records related to admin and procurement.
- Carry out miscellaneous administrative tasks as assigned by organization.

**Requirements:**

- MQA level 5/6 qualification in business/management/office administration/finance with minimum 1-year relevant experience.
- Fluent in written and spoken English and Dhivehi.
- Should be a proficient user of MS Office software package.
- Excellent interpersonal and communication skills and ability interact with customers in a professional manner.

**Remuneration Package:**

- Gross pay between MVR 14000 – MVR 15000 depending on the Qualification and Experience.

**Working Hours:**

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

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-admin-procurement-officer> before **15<sup>th</sup> April 2021, 14:00hours**. Only short-listed candidates will be notified.

---