

JOB VACANCY

HDC (161)-HR/IU/2021/578
14th November 2021

**Senior Tender Officer
Procurement & Warehouse Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in relevant field with minimum 2 years of experience in relevant field **(OR)**
2. Advanced Diploma or MNQF Level 6 Qualification in relevant field with minimum 5 years of experience in relevant field.

OVERALL SCOPE

Carry out the work of Tendering or any services required by the Corporation as per the Procurement policy of the Corporation.

SCOPE OF WORK

- Assess the requirements received from departments against the PR and coordinate with requesting department to analyze the requirement.
- Maintain and bring the necessary changes to tender documents with regard to Market Trends.
- Develop the tendering strategy and review the same when and where necessary.
- Check the initial tender documentations and ensuring that the required approvals are acquired.
- Supervise the preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc.
- Ensure that the internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions are acquired and kept in order.
- Maintain and supervise tender deadlines and prepare reports on potential delays and difficulties in a timely fashion.
- Ensure that tender extensions and amendments are properly coordinated and issued in a timely manner.
- Ensure that the agreements prepared between suppliers and HDC are prepared in par with outcomes required.
- Liaise and coordinate supplier enquiries with regard to tender processes.
- Monitor contractor performance, recommending contract modifications when necessary and prepare required reports.
- Check relevant letters, faxes or e-mails when required before being communicated to suppliers.
- Ensure that the tender documents are kept safely and in order while archiving.
- Prepare Tendering Plan for the whole year and ensure the plan is implemented.
- Assist in preparing annual procurement reports.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of best buying and purchasing practices.
- Should possess knowledge of budget management and calculations.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be an effective communicator verbally as well as through writing skills.
- Strong interpersonal skills.
- Should be able to work as an individual and as a flexible team player.

SALARY PACKAGE:

Gross Salary of MVR 21,500.00
.....

Application Process

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://jobs.hdc.com.mv/>). For any additional queries please contact to 3353535.

Application Deadline:

Date: 21st November 2020 (Sunday)

Time: 14:00hrs