

## Group Head of Procurement

### A. BACKGROUND

The Group Head of Procurement will support and maintain the procurement system of all projects managed by the MFMC, while leading the procurement team of MFMC. Group Head of Procurement will undertake and coordinate all procurement management activities of the projects in setting up a procurement plan and systems for the projects managed by MFMC.

The Group Head of Procurement will, among other things, provide guidance to the Management on all procurement matters, progress and constraints with the implementation of the procurement packages.

### SCOPE OF SERVICES

The Group Head of Procurement will support and maintain the procurement system for projects managed by MFMC and its subsidiaries, while leading the procurement team of MFMC. The Group Head of Procurement will undertake and coordinate all procurement management activities of the projects in setting up a procurement plan and systems for the projects managed by MFMC and its subsidiaries.

The Group Head of Procurement will be required to carry out the following tasks:

- Develop a procurement plan for the activities identified under the project.
- Monitor and update the procurement plan as and when required.
- Ensure that all procurement activities of the projects are done in accordance with the agreed procurement guidelines.
- Work in coordination with the Management, technical specialists and staff in the project team and advise them on procurement issues.
- Participate in relevant meetings relating to the project.
- Prepare bidding documents and draft contracts for goods, works and non-consultant service contracts in accordance with the schedule in the procurement plan;
- Prepare Invitation for EOI, Request for Proposal documents, Bidding Documents and draft contracts for consultant services in accordance with the schedule in the procurement plan;
- Provide guidance on consultant shortlisting, and bid and proposal evaluations;

## B. REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Minimum undergraduate degree in Business Management, Accounting or Finance **OR** minimum Fifteen (15) years of work experience in procurement management or a related position is preferred;
- Relevant experience in a donor funded project and/or State-Owned Enterprise and/or government institution will be an added advantage.
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
- Sound understanding of principles underlying international best practices in procurement and GOM's laws and regulations governing public procurement.
- Must be computer literate in the use of word processor and spreadsheets; knowledge in accounting packages (like Tally or Quick books) will be an added advantage.
- The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

Salary: 30,000+

29<sup>th</sup> November 2021