

Description of Services Procurement Officer

A. BACKGROUND

The Procurement officer will assist the Group Head of Procurement (GHoP) in setting up a procurement plan and systems for the management of contracts. The Procurement Officer will undertake all procurement activities under supervision of GHoP. In addition, he/she will assist the GHoP in the administration of contracts and preparation of reports to the GHoP.

SCOPE OF SERVICES

Under the supervision of GHoP or his designate, Procurement Officer will carry out the following tasks, but not limited to

- Work under the guidance of the GHoP in implementing all aspects of procurement.
- Develop procurement plans for goods, works, and services, and update the plans as and when needed (at least quarterly).
- Assist in preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, and consultants' services (and works if applicable).
- Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of MFMC Procurement Policy and bring any slippage of activities immediately to the attention of the GHoP.
- Provide effective administrative support to Procurement Department and Projects Implementation Unit by maintaining and managing the records relating to contracts.
- Provide support to audit related matters.
- Prepare reports and documents as per specified formats, project, or programme plans as well as general administrative/financial or specialized tasks which may be confidential in nature.
- Any other task assigned by the management

B. REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Completed Higher Secondary Education (minimum 4 passes including English and Dhivehi) / Level 4 Qualification **OR** Completed Secondary Education (minimum 5 passes including English and Dhivehi) with minimum one year experience.
- Relevant experience in a procurement position will be an added advantage
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
- 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.
- The successful Candidate must be willing to work for extended periods without direct supervision.

Salary: MVR 12,000+

30th November 2021