

Job Opportunity

Post	Procurement Officer	Reference	TradeNet-CS/J/2021/47
No of Positions	01		
Term of Employment	Duration of the assignment is 1 (one) year from the commencement of the work. Contract can be extended after performance analysis at the end of the term.		
Remuneration	Based on qualification and experience		
Responsibilities	<ul style="list-style-type: none">• Manage all activities of the procurement department under the direction of Manager• Preparing plans for the purchase of equipment, services, and supplies.• Following and enforcing the company's procurement policies and procedures.• Reviewing, comparing, analyzing, and approving products and services to be purchased.• Maintaining accurate purchase and pricing records.• Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.• Maintaining good supplier relations and negotiating contracts.• Researching and evaluating prospective suppliers.• Preparing budgets, cost analyses, and reports.• Ensure the procurement activities are conducted in compliance with the company policies and the applicable laws of the regulatory authorities.• Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times.		
Qualification	<ul style="list-style-type: none">• Associate Degree / Diploma in a business-related field		
Work Experience	<ul style="list-style-type: none">• Minimum 1-year experience• Comprehensive knowledge of public procurement policies and procedures.		
Desired Skills	<ul style="list-style-type: none">• Sound understanding of principles underlying good procurement practices• understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues is desirable;		

Interested applicants are requested to email us your applications with the following documents before 1600hrs on 13th December 2021 to careers@tradenet.com.mv

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report