

## Description of Services Procurement Executive

### A. BACKGROUND

The Procurement Executive will assist the Department Head in setting up a procurement plan and systems for the management of contracts. The Procurement Executive will undertake all procurement activities under supervision of Department Head. In addition, he/she will assist in the administration of contracts and preparation of reports needed for the department.

### B. SCOPE OF SERVICES

Under the supervision of Department Head, Procurement Executive will carry out the following tasks, but not limited to

- Work under the guidance of the Department Head 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).
- Daily procurement of goods and services requested by departments as per company policy
- 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).
- Managing the contracts of services
- Organizing and managing company's tender committee as a secretariat
- Forwarding all the invoices with necessary documents to finance section to process the payments
- Assist with the preparation of Standard Operational Procedures of Procurement Department.
- Entering and updating the day-to-day procurement work records
- Manage stationery stock of the company

- 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 Department Head.
- 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

### C. REQUIRED QUALIFICATION AND EXPERIENCE

The applicant should possess following educational background and experience.

- Bachelors Degree in Business / Administration / Finance / Management
- Minimum Seven years' work experience in procurement related field
- Extensive knowledge in excel and accounting is preferable.
- Should be familiar with Bid Evaluation Process and Bid / Tender Evaluation Committee procedures
- Knowledge in accounting packages (like SAP / Quick books) will be an added advantage.
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
- 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: Competitive Salary (MVR 18,000 to MVR 21,000)

Interested Candidates, please complete the Online Job Application Form and upload CV along with relevant documents via link <https://form.jotform.com/213531409438454>

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