



## **JOB VACANCY ANNOUNCEMENT PROCUREMENT AND LOGISTICS OFFICER**

**Job Title:** Procurement and Logistic Officer (fulltime)

**Location:** Malé, Maldives with occasional travel

**Duration of Contract:** Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

**Remuneration:** MVR 14,278 - 15,866

**Start Date:** 1 April 2020

### **I. Organizational Background**

Transparency Maldives is a nonpolitical organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

### **II. Position Summary**

The Procurement and Logistic Officer is a key member of Transparency Maldives team. He/She will be reporting to the Finance and Admin Manager and will be responsible for the timely procurement and delivery of quality goods and services and manage logistics at competitive prices. The Procurement and Logistic Officer will also be expected to provide program support to the activities of TM.

### **III. Key Roles and Responsibilities**

#### Procurement:

- A. Maintain comprehensive records for all procurement processes, including proposals, tenders, purchase orders, evaluations, award documents, official contracts and correspondence on all procurements, following TM's and local policies and law;
- B. Receive and review procurement requests and initiate procurement procedures for materials, equipment, supplies and services according to the needs of the projects;
- C. Ensure presentation of sufficient selection that meets requirements of quality assurance, delivery, and transparency;
- D. Preparation of Requests for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
- E. Filing, invoicing, record keeping, following up payments, order disbursement and distribution, responding to inquiries, quotations.
- F. Maintain appropriate records such as vendor quotes, purchasing requisitions, purchase orders and reports to ensure that the procurement process, decision, and contractual agreements are accurately documented for accountability and audit purposes.
- G. Assist in any internal and external audits and the maintenance of a running list of previous audit recommendations and the status of their implementation.
- H. Preparation and management of contracts in liaison with the Finance and Admin manager for its legality and ensure proper authorization in accordance with TM's policies;
- I. Submit procurement documents, contract and POs for payment processing;
- J. Facilitate for insurance cover for all assets and equipment for TM;
- K. Contribute to procurement and finance related researches and studies;
- L. Perform other duties, as assigned.

#### Logistics:

- A. Provide logistical support for project activities; including events such as workshops, conferences, meetings, etc.
- B. Coordinate transportation and delivery of procurement and inventory;
- C. Assist with ordering supplies and inventory, as needed;
- D. Assist with trip expense reports, photocopying, ordering books and materials as needed;
- E. Assist in obtaining, visa, insurance, security clearance for staff and partners;
- F. Provide travel arrangements for partners and project staff within and outside Maldives;
- G. Perform other tasks as assigned.

#### **IV. Key Qualifications:**

##### ***Required***

- A. Bachelor's Degree in Accounting/ Finance/ Business Administration, Public administration or any relevant field
- B. A minimum of 2 years working experience in office management, business administration or any other related field
- C. Excellent written and oral communications skills in both Dhivehi and English
- D. Strong interpersonal skills and a strong ability to collaborate with a team
- E. Knowledge of generally accepted procurement principles.
- F. Works with a high degree of accuracy
- G. Good attention to detail and highly organized
- H. Strong analytical, problem-solving and decision-making skills
- I. Good interpersonal and public relations skills, including the ability to build and maintain relationships with people from diverse backgrounds;
- J. Able to uphold and respect procurement ethics and to conduct activities with integrity, respecting good governance and anti-corruption;
- K. Be willing and able to meet tight deadlines and work long hours when required;
- L. Strong commitment to Transparency Maldives' and Transparency International's values and standards

##### **Desirable:**

- M. Knowledge in Supply Chain Management
- N. Experience with non-governmental, community-based, or international organizations

**Closing date for applications:** latest by 11:59pm, 21 March 2020

##### **Application and selection procedures:**

Applicants should send the following documents addressed to Aiman Rasheed, Acting Executive Director, with your name and the position in the subject line to [jobs@transparency.mv](mailto:jobs@transparency.mv).

- A. Cover letter explaining your suitability for the role
- B. Recent curriculum vitae
- C. Names and contact details of two referees

Only short-listed candidates will be contacted for interviews.