

## JOB VACANCY ANNOUNCEMENT

### PROCUREMENT AND LOGISTICS OFFICER

**Job Title:** Procurement and Logistic Officer

**No. of positions:** 1

**Location:** Male', 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/- (take-home)

**Start Date:** Immediate

**Job posting date:** 8 October 2020

**Closing date:** 15 October 2020 before 5pm (Male' time)

#### 1. Organizational Background

Transparency Maldives is a non-political organization that endeavours 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.

#### 2. Position Summary

The Procurement and Logistic Officer is a key member of Transparency Maldives operational team and will be responsible for the timely procurement and delivery of quality goods and services required for operational activities, programs and projects conducted by TM. The Officer will also be responsible for management of all procurement logistics, including travel arrangements, for TM activities and maintenance of TM inventory, equipments and assets. The Procurement and Logistics Officer will report to the Human Resources Manager and is expected to provide support to the other administrative and projects/program activities of TM.

#### 3. Key Roles and Responsibilities

##### a) Procurement:

1. Manage all procurement of goods and services in accordance with TM Procurement policies and procedures
2. Maintain records for all procurement processes, including proposals, tenders, purchase orders, evaluations, award documents, official contracts and correspondence on all procurements.
3. Receive and review procurement requests and initiate procurement procedures for materials, equipment, supplies and services according to the needs of TM's projects.
4. Preparation and dispatch of Requests for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
5. Submit procurement documents, contracts and POs for payment processing.
6. 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.
7. Preparation and management of procurement contracts in liaison with the Finance and Admin manager for its legality and ensure proper authorization in accordance with TM's policies.
8. Maintain, manage and update TM's inventory and assets records on regular basis.
9. Assist in any internal and external audits and the maintenance of a running list of previous audit recommendations and the status of their implementation.
10. Filing, invoicing, record keeping, following up payments, order disbursement and distribution, responding to inquiries, quotations.

Logistics:

1. Provide logistical support for project activities; including events such as workshops, conferences, meetings, etc.
2. Coordinate transportation and delivery of procurement and inventory.
3. Manage ordering supplies and inventory, as needed.
4. Assist with trip expense reports, photocopying, ordering books and materials as needed.
5. Assist and coordinate maintenance of TM's IT equipment and hardware on regular basis.
6. Assist and coordinate all maintenance activities of TM's office space as and when required.
7. Perform other tasks as assigned.

**4. Key Attributes:**

**Required**

- Diploma in Accounting/ Finance/ Business Administration/ Information Technology or related management field with a minimum of 1 year working experience in procurement, office administration or IT maintenance.
- Excellent written and oral communications skills in both Dhivehi and English.
- Strong interpersonal skills and a strong ability to collaborate with a team.
- Works with a high degree of accuracy.
- Good attention to detail and highly organized.
- Strong analytical, problem-solving and decision-making skills.
- Good interpersonal and public relations skills, including the ability to build and maintain relationships with people from diverse backgrounds.
- Able to uphold and respect procurement ethics and to conduct activities with integrity, respecting good governance and anti-corruption.
- Be willing and able to meet tight deadlines and work long hours when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

**Desired**

- Bachelor's degree in Accounting/ Finance/ Business Administration/ Information Technology or related management field.
- Experience working in a similar field with familiarity with procurement procedures and principles, inventory and assets maintenance.
- Familiarity and experience with maintenance of IT equipment and hardware and general office maintenance.
- Experience with private sector organizations, non-governmental, community-based, or international organizations.

**Closing date for applications:** 15 October 2020 (Thursday) before 5pm (Male' time)

**Application and selection procedures:**

Please e-mail the following documents addressed to Ms. Asiath Rilweena, Executive Director to [jobs@transparency.mv](mailto:jobs@transparency.mv)

- Covering letter explaining your suitability for the role.
- Recent Curriculum Vitae.
- Education certificates (diploma or higher tertiary qualification) with transcripts.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

**Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.**