

**JOB VACANCY ANNOUNCEMENT**

**PROCUREMENT AND LOGSITICS OFFICER**

<b>Job Title:</b> Procurement and Logistics Officer	<b>No. of positions:</b> 1
<b>Location:</b> Male', Maldives with occasional travel	<b>Job requisition No:</b> TM/JR/2023/018
<b>Start Date:</b> Immediate	<b>Job posting date:</b> 22 October 2023
<b>Remuneration:</b> MVR14,278/-(take-home)	<b>Closing date:</b> 30 October 2023 before 4:00pm (Male' Time)
<b>Duration of Contract:</b> Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension	

**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 Logistics 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 Procurement and Logistics Officer will also be responsible for processing all procurement logistics, including travel arrangements, for TM activities and maintenance of TM inventory, equipments and assets. The Officer will report to the HR & Operations Manager and is expected to provide support to the other administrative and projects/ program activities of TM. This position is open to Maldivian locals only.

**Key Roles and Responsibilities**

**(a) Procurement:**

- Maintain records for all procurement processes, including proposals, tenders, purchase orders, evaluations, award documents, official contracts and correspondence on all procurements.
- Receive and review procurement requests and initiate procurement procedures for materials, equipment, supplies and services according to the needs of TM's projects.

- Preparation and dispatch of Requests for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch.
- Submit procurement documents, contracts and POs for payment processing.
- 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.
- Preparation and management of procurement contracts in liaison with the HR and Procurement manager for its legality and ensure proper authorization in accordance with TM's policies.
- Maintain, manage and update TM's inventory and assets records on regular basis.
- Filing, invoicing, record keeping, following up payments, order disbursement and distribution, responding to inquiries, quotations.

**(b) Logistics:**

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

**(c) Organizational**

- Support other project teams in project implementation and delivery, if and where required.
- Travel to islands, if and when required, to conduct workshops or events.
- Participate in domestic and international events/seminars if and when required.
- Provide leave cover for procurement staff as and when necessary.

**(d) General**

- As an employee of TM, adhere to TM's Code of Conduct and all HR policies.
- Adhere to TM's procurement and financial policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

**Required**

- Diploma in Business Administration/Business Management and Marketing/Procurement logistics and supply chain management or related field with 1 year working experience in procurement and office administration.
- Bachelor's degree in Business Administration/ Business Management and Marketing/ Procurement logistics and supply chain management or related field with a minimum of 1 year working experience in procurement and office administration.
- 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 and ability to work independently to research donor obligations and requirements.

- Good attention to detail and highly organized.
- 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.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- 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 Business Administration/ Business Management and Marketing/ Procurement logistics and supply chain management or related 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.
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**Closing date for applications:** 30 October 2023 (Monday) before 4pm (Male' time).

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

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

- All documents must be emailed in pdf format.
- Completed job application form (can be downloaded from TM website <https://transparency.mv/job-application-form/>)
- Curriculum vitae.
- Education certificates. (Diploma or Bachelor's degree etc). (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)
- Employment reference letters.

### **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.*