

NOW HIRING!

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Manager, Procurement

Finance Department, Male'

Vacancy Type: Full-time

Remuneration: MVR 10,000 per month

Service Allowance: MVR 4,700 per month

Working Hours : 09:00 – 17:00

Qualification: Bachelor's Degree in a relevant field OR
Three years of experience in a relevant field

Benefits: Health Insurance, Attendance Bonus and Overtime as per policy

Interested candidates may fill the Google Application Form
Link: <https://forms.gle/wVArzGQoHJCfBbDP6>
before **1300hrs of 21 December 2024**

scan -->



Google Application Link and Position Description will also be available from VC website :
<https://www.villacollege.edu.mv/careers>

For more information: ☎ 330 3200

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POSITION DESCRIPTION

POSITION	Manager Procurement
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	15 December 2024
DEADLINE FOR APPLICATION	21 December 2024

BROAD PURPOSE

Carry out and supervise all the procurement related tasks of Villa College and VIHS

Reports to: Manager, Receivables/ Deputy Director, Finance Department

Salary: MVR 10,000/-, Allowance: MVR 4,700/-, Responsibility Allowance: 2,000/-

Time: 09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Carryout all procurement activities in an effective and efficient manner to obtain optimum value for money, cost savings and best quality of service.

MAIN DUTIES AND RESPONSIBILITIES

- Up-to-date and efficient management of procurement needs of villa college and VIHS
- Stock Keeper – Handle and manage all stock items of VC and VIHS
- Maintain asset register and assist in MIRA audit
- Answering to vendors on matters related to payment and making payment arrangements where necessary

- Oracle data migration

POSITION DIMENTION

- will have authority to access student information, Access to Quick Books and Oracle

Education

- Bachelor's Degree in relevant field OR 3 years of experience

Experience

- One year of experience in a relevant field is desired

Skills and Competencies

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint
- Good presentation and oral communication skills

Character requirements / general attributes

- Good interpersonal skills to develop and maintain effective working relationships
- Punctual
- Ability to handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks