



Villa College QI Campus, Rah Dhebai Hingun,  
Male', Maldives

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## POSITION DESCRIPTION

<b>POSITION</b>	Procurement Officer
<b>EMPLOYMENT TYPE</b>	Full Time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Physical Facilities and Infrastructure Department
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	14 July 2024
<b>DEADLINE FOR APPLICATION</b>	21 July 2024

## BROAD PURPOSE

Staff will be responsible in ensuring that all procurement activities to be carried out by the Physical Facilities and Infrastructure department is run effectively and efficiently, certifying that all activities of the department run timely and smoothly.

**Reports to:** Senior Manager, Payables

**Salary:** MVR 5,000/- **Allowance:** MVR 4,000/-

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

## MAIN DUTIES AND RESPONSIBILITIES

- Evaluate suppliers and keep a cordial relationship with all suppliers
- Monitoring and negotiating contracts
- Visiting distribution centers and supplier outlets for inspection
- Assistance and development of internal procedures and documentations in order to streamline and follow a standardized process flow for efficiency.
- Ensure that all procurement requirements are properly approved, and necessary procedures are followed
- Attend all training sessions, conferences, and meetings of the department
- Act as a liaison between PFI and other departments, faculties, campuses and learning centers of Villa College and VIHS.
- Assist and monitor on keeping minimum stock requirement
- Maintain all receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve all supplies to the stockroom
- Manage and store stock items in stockroom in accordance with their requirements to eliminate damage and losses.
- Proper inspection of stock items upon receipt for any damage and/or discrepancies and report the same immediately to relevant authorities
- Ensure all documentations and inventory controls are properly maintained
- Coordinate the handling and management of freight items with Villa Cargo and other relevant authorities
- Maintain asset register and assist in MIRA audit.

**Education**

- O' Level / A' Level

**Experience**

- Experience in a related field is desired

**Skills and Competencies**

- Verbal and written communication skills
- Interpersonal/human relation skills
- Ability to follow oral and written instructions
- Ability to tend to details
- Ability to maintain records and inventories
- Ability to operate a personal computer
- Effective verbal, presentation and listening communications skills
- Proficient in MS Excel, MS Word and MS PowerPoint

**Character requirements / general attributes**

- Punctuality
- Dedicated and Committed to accomplish tasks
- Responsible and Accountability
- Trustworthy and Honest