

# PROCUREMENT MANAGER

## Public Information

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Deadline: 13 June 2021 0000

Agro National Corporation (AgroNat) is seeking to hire a Procurement Manager to manage and oversee the Procurement Functions of the Corporation.

AgroNat is part of the MFMC Group. MFMC is a 100% State-Owned Enterprise working towards facilitating capital market solutions for the development of the private sector of the Maldives. Additionally, AgroNat was established with the overall mandate to assist in developing the agricultural sector through contract farming.

### NO. OF VACANCY:

- 01

### VACANCY TYPE:

- Fulltime

### REMUNERATION:

- Basic Salary: MVR 12,500/-
- Service Allowances: MVR 3750/-
- Attendance Allowance: MVR 3125/-
- Fixed Allowance: MVR 3125/-
- Hardship Allowance: MVR 1875/-
- Phone Allowance: MVR 500/-

### QUALIFICATION & EXPERIENCE:

- Postgraduate Degree in a relevant field
- 5 years of experience working in procurement/similar function and thorough with corporate policies.
- Knowledge of Management strategies
- Excellent written and oral communication skill
- Able to work extra hours when required.

### IMPORTANT RESPONSIBILITIES MAY INCLUDE, BUT NO LIMITED TO:

- Managing the day-to-day operations and overall management of Procurement Department and developing purchasing strategies that meet with the operational requirements.
- Provide guidance to the Managing Director on all procurement matters, progress and constraints with the implementation of the procurement packages.
- Provide support to the Managing Director of MFMC in ensuring the objectives of the MFMC Group are achieved.
  - Provide assistance to the other companies of the MFMC Group as and when required.
- Develop and implement procurement plans and strategies that are innovative, cost-effective, and incorporate the company and Group objectives.
- Ensure the procurement plan for the company adheres to the budgeting requirements of AgroNat and the Group.
- Monitor and update the procurement plans as and when required.
- Prepare bidding documents and draft contracts for goods, works and non-consultant service contracts in accordance with the schedule in the procurement plan.

- Prepare Invitation for EOI, Request for Proposal documents, Bidding documents and draft contracts for consultant services in accordance with the schedule in the procurement plan.
- Provide guidance on consultant shortlisting and bid and proposal evaluations.
- Lead transformational activities to build procurement organizational capabilities and improve procurement efficiency.
- Research to discover profitable suppliers; work with vendors to secure advantageous terms.
- Oversee supply needs; approve the ordering of necessary goods and services.
- Develop and implement policies and Standards of Procedures to ensure an efficient workflow from initiation to completion of procurement functions.
- Anticipating unfavorable events through data analysis; prepare control strategies.
- Ensure supply needs of the company are met with the efficient and effective approval of procurement requests.
- Monitor business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times.
- Ensure the procurement activities are conducted in compliance with the company and Group policies, applicable laws of the regulatory authorities, and industry best practices.
- Develop a procurement plan for the activities of the company's projects/programs in coordination with the relevant Program Managers, technical specialists, and staff in the project team, and advise them on procurement issues.
- Participate in meetings related to the Projects of the company.

**DURATION:**

- Initially the assignment would be for 1 year, on full time basis which may be extended, subject to satisfactory performance and mutual consent.

**WORKING HOURS:**

- 08:00am to 16:00pm (Sunday to Thursday; and Saturdays if needed).

Interested Applicants are invited to submit the following documents to [info@agronational.mv](mailto:info@agronational.mv) (mailto:info@agronational.mv)info@agronational.mv.

- CV
- Copies of accredited certificates
- Two (2) professional reference from previous employer
- Clearance Letters from both Maldives Police Services and Anti-Corruption Commission Report
- ID card

The deadline for submission of application is **1600hrs, 13th June 2021**. Incomplete applications and any application received after the deadline will not be considered.

Interested candidate may contact AgroNat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send all queries related to this to [info@agronational.mv](mailto:info@agronational.mv) (mailto:info@agronational.mv)

06 June 2021