

# PROGRAMME MANAGER

## Job Opportunity

Number: AGRO/HR/2021/06  
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Deadline: 13 June 2021 0000

Agro National Corporation Pvt Ltd (AgroNat) is looking to hire a Program Manager with relevant skills and experience to manage the Government School Breakfast Programme (GSBP), led by Ministry of Education. Program manager will be responsible for overall implementation and execution of the program

### 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 a similar area at managerial/supervisory level
- 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:

- Strategize, implement, and maintain Government School Breakfast Programme (GSBP), initiatives that adhere to organizational objectives.
- Make arrangements to ensure sufficient stock is maintained at regional levels and school level for GSBP daily.
- Make arrangements to facilitate end to end logistics to fulfill GSBP daily.
- Liaison with designated Service Providers, who serve breakfast to Schools hired by company.
- Implement operational procedures for an efficient mechanism to deliver GSBP objectives.
- Act to achieve a successful GSBP for the Schools located at Islands of the Republic of Maldives.
- Reporting to all the interested parties and stakeholders of the necessary information on a timely manner.
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders.
- Develop program assessment protocols for evaluation and improvement.
- Maintain organizational standards of satisfaction, quality, and performance.
- Oversee multiple project teams, ensuring program goals are reached.
- Manage, monitor, and control expense according to allocated budget.
- Analyze and resolve problems concerning transportation, logistics systems or customer issues.
- Ensure compliance with import/export regulations, customer regulations, legal, health and safety requirements.

- Organizing and managing day-to day activities of logistics and inventory management
- Actively pursue strategic and operational objectives
- Support operational risk and audit process for the purpose of preventive maintenance.
- Improve GSBP systems, processes, and best practices.
- Strategically plan and manage logistic, warehouse, transportation.
- Develop new strategies to streamline processes and reduce cost.
- Implement cost reduction initiatives to minimize warehouse and labor expenditures.
- Responsible for clearing and processing all incoming and outgoing land & sea consignments on time to avoid any demurrage.
- Conduct performance review and provide performance feedback to staff.
- Assist in employee appraisals, promotions, compensation, and termination based on the performance review.
- Other tasks assigned by the Agro National that are in relation to efforts satisfying customers.

**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.

1. CV
2. Copies of accredited certificates
3. Two (2) professional reference from previous employer
4. Clearance Letters from both Maldives Police Services and Anti-Corruption Commission Report
5. 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