

Agro National Corporation Private Limited  
Maldives

**Job Opportunity**  
Number: AGRO/HR/2023/02  
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Deadline: 26 Jan 2023 15:00

## Procurement Manager

### LOCATION

AgroNat Head office, K.Male'

### SCOPE OF WORK:

- 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.
- Develop and implement procurement plans and strategies that are innovative, cost-effective, and incorporate the company objectives.
- Ensure the procurement plan for the company adheres to the budgeting requirements of AgroNat.
- 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 unfavourable 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 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.

### QUALIFICATION AND EXPERIENCE

- Master's Degree in Business Management, Business administration with minimum 2 years' experience in middle management.
- Experience working in a similar area at managerial/supervisory level.
- Determined and highly motivated, with ability to work without close direction.
- Excellent communication and interpersonal skills.
- High level of integrity, accuracy, dependability, enthusiasm, and confidentiality.

- Must possess initiative, be reliable, dependable, eye for detail and be able thrive under pressure.
- Ability to manage staff and to meet targets and deadlines.
- Excellent written and oral communication skill
- Able to work overtime as and when required

## **REMUNERATION**

- Basic Salary: MVR 12,500/-
- Service Allowances: MVR 3,750/-
- Attendance Allowance: MVR 3,125/-
- Fixed Allowance: MVR 3,125/-
- Hardship Allowance: MVR 1,875/-
- Phone Allowance: 500/-

## **APPLICATION PROCESS**

Interested Applicants are invited to submit the following documents to [hr@agronational.mv](mailto:hr@agronational.mv)  
(<mailto:hr@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 1500hrs, 26<sup>th</sup> January 2023. 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 [hr@agronational.mv](mailto:hr@agronational.mv)  
(<mailto:hr@agronational.mv>).

22 Jan 2023