



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

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ރަހު ދެބައި ހިންގުނު
ވިލާ ކޮލިޓީ ޕްލާސި ޕްރޮޖެކްޓް
ގްރޭޖު އިންޝަޓިއުޓް ގްރޭޖު
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POSITION DESCRIPTION

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| POSITION | Manager Procurement |
| EMPLOYMENT TYPE | Full time |
| FACULTY/CENTER/INSTITUTE/DEPARTMENT | Finance Department |
| LOCATION | QI Campus, Male' |
| DATE ADVERTISED | 03 December 2024 |
| DEADLINE FOR APPLICATION | 10 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/-

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' experience in procurement

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