



**MALDIVES MARKETING &
PR CORPORATION**
State Owned Corporation

Maldives Marketing & PR Corporation
Male' / Maldives

Announcement Number: (IUL)MMPRC-HR/1/2024/34

JOB OPPORTUNITY

Basic Salary (per month): MVR 16,560.00

Service Allowance (per month): MVR 5,796.00

Living allowance (per month): MVR 4,968.00

Technical Qualification Allowance / Supporting Qualification Allowance will be paid based on the highest qualification.

- Level 9 and above: MVR 1,750.00 (Monthly)
- Level 7 & 8: MVR 1,250.00 (Monthly)
- Level 6 & below: MVR 750.00 (Monthly)

Overtime and other allowances will be paid accordingly.

Position: Senior Manager, Procurement

Vacancies: 1

Department / Section: Procurement

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- Master's degree, Advanced professional diploma, Advanced professional certificate (National Qualification Level 9) with a minimum of 2 years' experience **(OR)**,
- Bachelors' honors degree, bachelor's degree, professional diploma, professional certificate (National Qualification Level 8 or 7) with a minimum of 4 years' experience.



+{960} 332 3228
info@visitmaldives.com
visitmaldives.com

Maldives Marketing & Public Relations Corporation
2nd Floor, Zonaria,
Boduthakurufaanu Magu,
20057, Male',
Republic of Maldives





2. Key roles and responsibilities:

- a. Coordinate with other departments and prepare the annual procurement plan of the corporation.
- b. Managing direct procurement processes, including the purchasing of services and goods.
- c. Coordinate with relevant departments and prepare and finalize the RFPs.
- d. Conducting information sessions for pre-bidders, collecting the submitted bids & sending it to the evaluation committee.
- e. Develop and implement cost-effective procurement strategies and policies to enhance procurement efficiency.
- f. Managing the day-to-day procurement work such as assigning requisitions, preparing purchase orders, collecting service confirmations & invoices, processing payments.
- g. Collect and update the procurement data, analyze the data and prepare the reports required for management.
- h. Update and maintain the records of suppliers, vendors, and service providers in a database.
- i. Maintain a register of all the bids awarded by the corporation.
- j. Assess the performance of the service providers and share the issues identified (if any) with the management and maintain the records.
- j. Participate in the activities/events organized by the Corporation.

3. Deadline for Application Submission:

Interested candidates, please email your application to jobs@visitmaldives.com on or before **26th March 2024 (Tuesday), 1200hrs.**

4. Compulsory documents required:

- a. Duly completed job application form.
- b. CV of the applicant with contact information (reference contact details with contact number).
- c. Copy of national identity card.
- d. Reference letters.
- e. Attested copies of educational certificates/ transcripts (certificates from abroad shall be accredited by MQA).
- f. Valid Police Report.

5. Additional Information:

- a. Only shortlisted candidates shall be contacted for the interview.
- b. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not be issued.
- c. Email address to submit documents: jobs@visitmaldives.com
- d. All documents should be submitted in PDF format as one document.
- e. Job application form will be available to download on our website at the link below.
Link: <https://corporate.visitmaldives.com/downloads/>
- f. For any inquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

Fathmath Thaufeeq,
CEO & Managing Director,
Maldives Marketing and Public Relations Corporation



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19th March 2024



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