

Ref No.: MRC-AD/IUL/2018/009

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Procurement & Logistics Officer**

Required: **01**

Contract type: **Fixed term and full time**

Salary: **MVR 11,300 to 15,600** (depending on qualification and experience)

Starting date: **Immediate**

Office: **HulhuMale' & Male'**

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

Purpose

Under the guidance of Manager- Admin & Finance, provide Maldivian Red Crescent with professional logistics and procurement support and services for the organization to operate efficiently.

Reporting to the Manager – Admin & Finance, the Procurement & Logistics Officer will:

Procurement Tasks:

1. Procurement of all MRC equipment and relief supplies (Procure goods and services and keeping documentation to full audit trail standard) as per the procedures and guidelines, and ensuring all documentation are up to full audit trail standard;
2. Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation;
3. Undertake, complete and assist in specific procurement projects and provide ongoing monitoring as required including working with budget managers throughout Annual Plan Budgeting processes;
4. Arrange customs clearance for stocks and supplies;
5. Establish and maintain stock management procedures (Plan, organise and maintain any stores/warehouses containing MRC stock, to MRC standards, providing timely stock reports to Finance Department);
6. Manage fixed assets and all insurance policies of the fixed assets;
7. Provide staff with training on MRC procurement systems and processes to a knowledge level relevant to their position;
8. Create and maintain good relationships with vendors/suppliers;
9. Negotiate the best deal for pricing and supply contracts;
10. To assist in the preparation of tender documents to ensure the production of realistic and commercial tenders;

Logistic Tasks

- 1- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- 2- Ensure that Fleet Management procedures are applied and respected;
- 3- Provide staff with training on MRC logistic processes to a knowledge level relevant to their position;

- 4- Manage logistics operations, including, material and personnel;
- 5- Identify, plan and manage special logistics operations;
- 6- Develop and execute tools and methodologies to enable effective implementation of logistic plans.
- 7- Develop logistical plans for current operations and logistics contingency plans.
- 8- Identify added logistic training requirements to attain high working standards.
- 9- Coordinate and present logistics support to ongoing land, air, sea operations.
- 10- Ensure logistics requirements considers gender-specific needs.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum secondary education (completed O'level)
- Preferred Undergraduate degree, preferably in Logistics Procurement, Supply Chain Management, Business/Public Administration or Diploma
- Minimum one-year experience in a similar role
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;
- Ability to communicate effectively handle situations rating from routine to emergency
- Excellent organizational ability, in order to set priorities, organize work load, handle multiple responsibilities.
- Experience in planning and managing budgets
- Experience in developing and using a variety of communication tools
- Translation/Interpretation Dhivehi-English/English- Dhivehi
- Experience of a wide variety of logistics roles and activities, including procurement, contracting, transport management, warehouse management, stock control, distribution, event management and customs clearance.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications and the internet;
- Able to carry out detailed and precise work and to follow instructions
- Flexibility and adaptability
- Results focused and accountable

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent, National ID card copy, CV with any relevant certificates should be submitted addressed to **Aishath Noora Mohamed, Secretary General of Maldivian Red Crescent, 2nd Floor, Plot 11493, Hithigas Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 16:00 PM on 10th May 2018. Only short listed candidates will be contacted and should be available for interviews from 13-17 May 2018.