



# We're **HIRING**

**Assistant Officer, Procurement**  
Procurement & Stores

**No. of vacancies: 1**

**Qualifications:**

- Minimum 3 'C' passes in O' level (including English and Dhivehi)

**Competencies:**

- Able to read/write/speak proficiently in English and Dhivehi language.
- Skilled in the use of computers and commonly used software such as Microsoft Word, Excel etc.
- Able to work long and odd hours.
- Self-motivated, responsible, hardworking and able to contribute as a team member in a dynamic environment with a positive attitude.
- Able to manage time efficiently in meeting deadlines.

**Preference:**

- Those who have past work experience of Procurement field & knowledge of Oracle Procurement Module is an added advantage.

**Responsibilities:**

- Process Purchase Requisitions for procuring goods & services from start to end as per the laws, company's Policies & SOPs. (Float RFQ's/RFP's to vendors, seek technical approval, summarize & evaluate received offers, obtain approvals and issue Purchase orders.
- Follow up for goods delivery deadlines and respective payments.

***Interested Candidates, please send in your Job Application Form to Corporate Office, Maldives Airports Company Ltd.***

**Maldives Airports Company Limited**  
Corporate Office  
Velana International Airport  
Hulhule' 22000,  
Republic of Maldives

**Note:** ONLY Short listed candidates will be notified.  
For further information please do not be hesitated to contact us

**Email:** recruitment@macl.aero **Contact:** 3325511

Job application form will be available at [www.macl.aero](http://www.macl.aero)

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**DEADLINE: 1500hrs, 21<sup>st</sup> February 2019**

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