

Ref. Number: 60-HRD/2025/127

Date: 30.04.2024

## JOB OPPORTUNITY

Evolve your career with State Trading Organization Plc.

Position Name	<b>Procurement Officer</b>
No. of Position	1
Worksite / Department	Head Office / Procurement
Salary & Benefits	<ul style="list-style-type: none"> <li>• Net Salary Range: MVR 13,000 – 14,000</li> <li>• Overtime and extra working days allowance</li> <li>• Health insurance will be provided after probation</li> <li>• Staff Privilege Program</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Attend to the Purchase Requisitions received from Requesting department by sending request for quotations, preparing evaluations and creating purchase orders.</li> <li>• Obtain permits and shipping documents required for importing and clearance of goods.</li> <li>• Follow up on orders with suppliers to ensure timely delivery.</li> <li>• Coordinate with relevant sections to complete the procurement process.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>• 4 Pass in A Level OR</li> <li>• Diploma in procurement or supply chain management or business management</li> </ul>
Preferred Requirements	<ul style="list-style-type: none"> <li>• Fluent in both English and Dhivehi language</li> <li>• Working knowledge of Microsoft office (word and excel)</li> <li>• Able to work long hours</li> </ul>
Deadline	07 <sup>th</sup> May 2025, 1230hrs
How to Apply	<p>Interested candidates please apply online through our job portal <a href="https://www.sto.mv/careers">https://www.sto.mv/careers</a></p> <p>Only shortlisted candidates will be contacted for the interview</p> <p>You can contact us on 3344245</p>