



BE A PART OF THE NATIONAL AIRLINE

Ref No: IAS/MIS/2025/2738

Date: 15th December 2025

PROCUREMENT COORDINATOR PROCUREMENT DEPARTMENT

Job Ref No: JA/2025/147

- Job Scope:**
- Coordinating and assisting with sustainable procurement initiatives, coordinating with procurement dispatch team and supporting procurement projects across all Departments in relation with the assigned sourcing categories as required.
 - Overseeing the preparation, submission, and compliance of bid documents, ensuring alignment with client requirements and procurement policies.

- Job Criteria:**
- Minimum GCE O' Level passes above C grade in 03 subjects including English and Mathematics.
 - Basic knowledge of procurement (sourcing supplies and quotations, and conducting market research) and strong communication skills
 - Proficient in Microsoft Dynamics Business Central & Power BI

- Benefits:**
- Health Insurance for staff and dependent as per Corporate Health Insurance Policy
 - Rebated tickets on Company Airline services as per policy
 - Credit facility enrolment from selected institutions

Location: IASL Corporate Headquarters

Deadline for Applications: 22nd December 2025

Note:

- * Educational certificates must be accredited by MQA, if acquired from an overseas institution.
- * **Only Maldivians** will be accepted for the above position and only shortlisted candidates will be notified.
- * Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified.
- * Interested candidates may apply through our online job portal by visiting Maldivian website (careers.maldivian.aero).
- * For additional enquiries, please contact 3035419 or 3331292.

