



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team for the following post.

Support Services Department
Head office Situated in Colombo -03

Procurement officer – (Executive grade)

Job Profile

- Preparation of procurement requirement and analyzing
- Procurement Document preparation (Specifications, Functional requirement Specifications (FRS), Terms of reference (TOR, Shopping, LNCB, NCB Bid Documents)
- Select suitable procurement method and obtaining Procurement Committee Approvals
- Cost Estimate and Document Evaluation approval preparation
- Supplies Coordination, Management and evaluation
- Technical Evaluation preparations and submission for the approvals
- Goods and Services Quality assurance report preparation
- Stock Management and Supply Chain Management
- Shopping, Limited national Competitive bidding (LNCB) and National Competitive bidding (NCB) process
- Overall monitoring procurement process Start to end in line with the procurement compliance
- Dispute Management in the procurement process
- Providing Audit response
- Review agreement and Service level agreement according to the purchase of Service and Goods.
- Comply with the regulatory requirements in the procurement process including CBSL and Government regulations.

Qualifications & Experience

- G.C.E (O/L) examination with 03 years' experience **OR**
- G.C.E (A/L) examination with 3 passes with 02 years' experience. **OR**
- G.C.E (O/L) examination with Certificate course in purchasing and materials management at ISMM or equal qualification with 01 year Experience.
- Government procurement knowledge would be an advantage
- Sound knowledge of Procurement committee, Technical evaluation Committee and Quality assurance committee

AGE:

Below 35 Years

Remuneration:

Performance based remuneration package will be offered to the right candidate, based on the qualifications and experience.

How to Apply:

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left-hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancy will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

Human Resource Department
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