

Vacancy

Property Development Limited is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fill the following vacancy.

PROCUREMENT EXECUTIVE

Required Qualifications :

- A Bachelor's Degree in the field of B.Com/ Management recognized by the University Grants Commission

Or

- A qualification recognized by the University Grants Commission as an equivalent qualification to the Degree in the B.Com/Management field.

Added Qualifications :

- Professional qualification/minimum one (01) year Diploma issued by the recognized body in the field of Public Procurement and contract Administration.

Required Experience :

- Minimum of 3-4 years' experience in following areas :
- Preparation of Bidding Document - exposure in NPA Guidelines / Procurement Guidelines - 2024 on Goods, Works and Non-Consulting Services and Procurement Manual issued by National Procurement Commission is essential.
- Preparation of Minutes of Bid Evaluation Committee Meetings / Procurement Committee Meeting is essential.
- Understanding Evaluation Reports and preparation of summary to the Management is essential.
- High proficiency in English is compulsory
- Strong computer skills - Word, Excel, Internet, E-mail, etc.
- Age below 50 years

Please forward a complete resume with two non-related referees along with supporting documents by email to **alofficevacancies@gmail.com** or by registered post indicating the position applied for on the top left-hand corner of the envelope / subject line in the e-mail to reach the following address within 14 days.

Head of Human Resources and Administration
Property Development Limited
Floor 19, Bank of Ceylon Headquarters Building
"BOC Square",
No. 01, Bank of Ceylon Mawatha,
Colombo 01.