

# BIHAR VIKAS MISSION

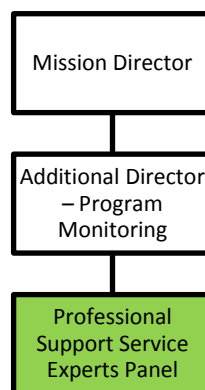
## Job Description



### 1. General Information

Position Title:	Procurement & Contract Management Expert
Reports to:	Additional Director - Program Monitoring
Department:	Bihar Vikas Mission
Job Code:	

### 2. Organization Chart



### 3. Key Accountabilities

#### Procurement Strategy

- Provide inputs to State departments and help define their strategies, policies and processes for procurement of goods and services

#### Contract Management

- Provide expert advice to State departments in drafting and management of contracts and agreements with external parties, ensuring compliance with established guidelines and procedures
- Assist State departments with preparing RFPs for vendor selection and tender documents ensuring that the department requirements are accurately captured and the documents adhere to the established guidelines and procedures
- Review performance of all contracts on a periodic basis, address and analyze major issues and identify corrective actions with relevant State department team

#### Negotiation

- Provide guidance to State departments in carrying out negotiations with external parties (contractors, vendors etc.) concerning price, quality and delivery conditions for goods and / or services and personally lead / participate in major negotiations, ensuring favourable terms and conditions for the State departments

#### Procurement Development

- Provide guidance to State departments in designing required procurement manuals, systems and processes to institutionalize and strengthen the procurement process

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### Compliance

- Guide and support State departments in monitoring and ensuring compliance of procurement activities with the established internal and external regulations, standards and procedures

### Process Control

- Provide expert advice to State departments in the procurement planning and budgeting process as well as guide State departments in monitoring of supplier performance

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- Bachelor's degree (full time) in Engineering / PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Supply Chain
- Minimum 8 years of post-qualification experience in procurement and / or operations and / or supply chain management domain

### Preferred

- Less than 70 years of age as on 1st January 2018
- Experience in creation of tenders, RFPs and related documents and bid process management
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managing procurement and contract management
- Bachelor's degree (full time) in Engineering / PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Supply Chain from any of the institutes as published under the National Institutional Ranking Framework\* issued by MHRD and / or QS World University Rankings, as updated from time to time

\* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

## 5. Knowledge and Other Skills

- Strong written and oral communication skills
- Excellent knowledge of procedures and processes related to procurement of goods and services and contract management
- Experience in vendor management, contract negotiations, costing and procurement planning
- Strong vendor management skills