

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Procurement Manager
Reports to:	General Manager– Legal & Procurement
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD A[General Manager – Legal & Procurement] --> B[Procurement Manager] </pre>	
3. Key Accountabilities	
Planning <ul style="list-style-type: none"> Contribute to the development of overall procurement plan by providing inputs and information for own area 	
Requirements Gathering & Tendering <ul style="list-style-type: none"> Liaise with the relevant internal stakeholders to understand and analyze requirements (including technical specifications) for procurement of material items and services, provide suggestions and finalize Prepare RFPs and tender documents for vendor selection for procurement of material items and services and seek approval of superior, ensuring that the identified requirements are accurately captured and the documents adhere to the established guidelines and procedures 	
Negotiation <ul style="list-style-type: none"> Lead / participate in negotiations with external parties (contractors, vendors etc.) concerning price, quality and delivery conditions for material items and services, providing inputs and ensuring favourable terms and conditions for the State departments 	
Contract Management <ul style="list-style-type: none"> Draft and finalize contracts and agreements in coordination with relevant internal parties (like Legal, Finance etc.) in line with the defined requirements and negotiated terms and conditions, within own area Monitor and manage changes / additions required in own contracts and agreements by liaising with the concerned vendor and seeking guidance of superior where necessary 	
Vendor Management <ul style="list-style-type: none"> Maintain relationships with vendors and provide the required support to vendors for carrying out the assigned procurement activities Monitor performance of vendors and third-party service providers within own area and highlight in case of sub-optimal performance 	

BIHAR VIKAS MISSION

Job Description



Compliance

- Ensure compliance of procurement activities with the established internal and external regulations, standards and procedures

Continuous Improvement

- Contribute to the identification of opportunities for continuous improvement of systems, processes and practices taking into best practices, to ensure cost reduction and productivity improvement

Policies, Systems, Processes & Procedures

- 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 Business Administration / Management
- Minimum 5 years of post-qualification experience in procurement and / or operations and / or supply chain management domain

Preferred

- Less than 40 years[#] of age as on 1st January 2019
- Experience in a procurement role in a private organization and / or multinational corporation
- Experience of working with state / central government organisations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in procurement / purchasing role
- Bachelor's degree (full time) in Engineering / PG Diploma (2 years full time) or Master's degree (full time) in Business Administration / Management 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
- Procurement and / or contracting certification from World Bank or Asian Development Bank or other similar bodies

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) – 43 years

* 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 Skill

- Technical knowledge of processes and procedures related to procurement of material items and services
- Good commercial knowledge and awareness of procurement best practices
- Good e-procurement knowledge
- Ability to read and understand the commercial and contractual terms of service contracts and agreements

BIHAR VIKAS MISSION

Job Description



6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking		✓	
ii.	People First		✓	
iii.	Consultation and Consensus Building		✓	
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others