

BIHAR VIKAS MISSION

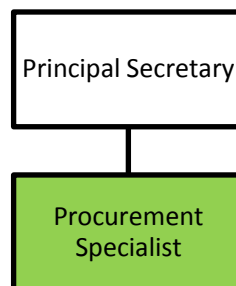
Job Description



1. General Information

Position Title:	Procurement Specialist
Reports to:	Principal Secretary – Urban Development & Housing Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Planning

- Contribute to the development of overall procurement plan by providing inputs, analysis and research, as required
- Provide inputs to Department and help define the strategies, policies and processes for procurement of goods and services

Requirements Gathering & Bid Management

- Liaise with relevant Department officials 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 relevant Department officials, ensuring that the identified requirements are accurately captured and the documents adhere to the established guidelines and procedures
- Manage / contribute to the management of the entire bid process from RFP release and bid submission to evaluation of bidders and finalization, in collaboration with relevant Department teams and officials, as assigned

Contract Management

- Draft and finalize contracts and agreements in coordination with relevant internal parties (like Department officials, Legal, Finance etc.) in line with the defined requirements and negotiated terms and conditions, as required
- Monitor and manage changes / additions required in assigned contracts and agreements by liaising with the concerned vendor and seeking guidance of relevant Department officials where necessary

Vendor Management

- Maintain relationships with vendors and provide the required support to them for carrying out the

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assigned procurement activities

- Monitor performance of vendors and third-party service providers and highlight to Department in case of sub-optimal performance
- Ensure all goods and services ordered meet the Department's procurement and quality related policies on product, availability and other quality considerations

Compliance

- Support the Department in monitoring and ensuring 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 in Civil Engineering / Planning / Urban Planning / Architecture / Geography / Business (full time)
- Minimum 5 years of post-qualification experience with at least 2 years of procurement experience

Preferred

- Less than 35 years[#] of age as on 1st January 2019
- Experience in handling procurement related activities like bid management, contract management, vendor management
- Experience of working with state / central government organizations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in procurement / purchasing role
- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Operations / Supply Chain Management / Material Management / Procurement / Finance
- Courses / Certifications in World Bank / ADB procurement policies, procedures & guidelines

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 40 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 38 years

Age limit for General (Female) domicile / resident of Bihar – 38 years

5. Knowledge and Other Skills

- Good 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
- Fluency in written and spoken English and Hindi