

JOB DESCRIPTION

Manager- Legal, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

1.POSITION VACANT: Manager- Legal, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

2. ORGANIZATION BACKGROUND:

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013 and set up with a seed capital of Rs. 20 Crores from the state exchequer. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh.

UPMSC' vision is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

Basic Objective of UPMSC:

- 1) Ensuring coverage of all the essential drugs under Rate Contract;
- 2) Facilitating supplier selection, contract negotiation and share of business allocation;
- 3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- 4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- 5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- 6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- 7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- 8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

For more information about the organization, please visit www.upmsc.in

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the Managing Director, the **Manager- Legal** shall be responsible for managing all legal aspects of **UPSMC's** operations.

Key Roles and Responsibilities:

- 1) Ensuring resolution of issues and disputes, thereby minimizing potential for litigation and foster protection of **UPMSC's** reputation;
- 2) Reviewing ongoing cases and advising management accordingly;
- 3) Liaising with relevant functions to ensure legal risks have been identified and appropriate course of action has been taken;
- 4) Providing legal protection and risk management advice to senior management;
- 5) Identifying the best sources of litigation services and managing all communication/ action;
- 6) Reviewing progress of outstanding litigation and liaising with and managing external lawyers.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Essential

Applicants must have a Bachelor Degree in Law (L.L.B) from a UGC recognized Indian university/ institution.

Desirable

Applicant have master degree in Law(LLM) from a UGC recognized Indian university/ institution.

Experience:

Essential

Applicants must have minimum five years work experience as a full time Manager-Legal in any Company (Govt/Private)

Skills and Attitude:

- 1) In-depth knowledge of legal issues;
- 2) Ability to develop and institutionalize legal processes and controls;
- 3) Negotiation Skill
- 4) Interpersonal skill
- 5) Communication Skill

5. Age: Maximum age limit 45 years

6. VACANCY DETAILS: 1 Vacancy (UR)

7. CONTRACT TYPE AND PERIOD:

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the **UPMSC**.

8. COMPENSATION OFFERED:

Honoraria slab for the position is approx. Rs.56100 - 80,000 per month.

9. LOCATION: Lucknow