

JOB DESCRIPTION

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

1. POSITION VACANT: Manager- HR, 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. It shall replace the existing decentralized procurement involving **Chief Medical Store Depot(CMSD)** and district level authorities.

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.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **General Manager AHL** the **Manager- HR** shall be responsible for overall provision of Human Resources services, policies, and programs for **UPMSC**.

Key Roles and Responsibilities:

- 1) Preparing employee database, attendance, and salary sheets;
- 2) Conducting recruitments and appraisals;
- 3) Reviewing employee performance and process emoluments;
- 4) Leading implementation of policies and programs focused on all aspects of the employee lifecycle including workforce planning, recruitment, talent development, performance management and employee relations;
- 5) Monitoring timely communication of post-performance review feedback and rolling out performance outcomes;

6) Designing and implementing performance counseling processes; Mentoring and coaching under-performing employees and instituting them under Performance Improvement Plans.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Essential

Applicants must have an MBA degree in Human Resources from a recognized university/ institution.

Experience:

Essential

Applicants must have minimum five years of experience in Human Resources.

Desirable

- 1) Applicants with deep understanding of procurement and logistics cycle for drugs and medical equipment shall be preferred.
- 2) Experience in pharma warehouse management.

Skills and Attitude:

- 1) Knowledge of the India medical supplies (drugs and equipment) industry;
- 2) Knowledge of Human Resources Processes;
- 3) Ability to develop and institutionalize new operational processes and controls;
- 4) People Management skills.

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:

Consolidated monthly payment (56100 – 80,000) + 3% annual increment. If last drawn salary of any candidate is higher than entry level of offer of UPMSCL, on selection of that candidate offered salary may be increased upto next level but subject to maximum limit of pay structure

9. LOCATION: Lucknow