**JOB DESCRIPTION**

The purpose of this role is to support the above objectives for HSBC in India scope by focusing on the following activities:-

·        Contribute to the achievement of the overall *Procurement* strategy by providing support to the team on all aspects of the Designated Category and Commodity strategy.

·        Ensure seamless supply of goods and services within the designated category to Group entities in India

·        Effectively manage third party agreements through strategy, business engagement, tender, negotiation and contract management, ensuring the best interests of HSBC are served in managing the Group’s Agreements.

·        Lead and manage the Procurement activities including strategizing, planning and workforce managing within the designated Category.

·        Work with the Group Procurement Category Specialists and key customers to ensure successful implementation of strategic sourcing decisions.

·        Within the designated area of spend, take full accountability for successful implementation of contracts and on-going contract and relationship management with service providers. Maintain a balance of strategy development with the tactical execution as necessary to execute cost reduction projects through contract negotiation, process changes and efficiency improvements.

·        Manage the team and intra departmental relationships. The role requires observing the highest professional standards and business ethics.

**Principal Accountabilities**   
  
-        Develop and successfully execute HSBCProcurement strategy within the designated Commodity and execute for India  in compliance with Group governance.   
  
-        Effective use of coordinated Procurement activity to achieve the very best commercial arrangements for HSBC and ensure India implementation applies the proper contractual terms.   
  
-        Ensure all Contracting and Sourcing objectives within the designated Commodity for HSBC India are met.   
  
-        Accountable for Procurement and Sustainable Savings Target under the designated Commodity spends for the Group  Entities in India.   
  
-        Manage and ensure compliance to Vendor Risk Management policy for all Vendors ensuring mitigation of risk and meeting desired SLAs.   
  
-        Deliver year on year improvement in Quality, Cost and Delivery of services and products through commercial management of vendors and continuous benchmarking process.     
  
-        Maintain, through on-going market research, an understanding of the technological developments to ensure that the Group in India takes full advantage of any resultant commercial and operational benefits.   
  
-        Liaise closely with user departments to influence specifications and to determine subsequent sourcing and commercial strategies.   
  
-        Review and re-engineer, where appropriate, processes and systems within the designated commodity to improve the performance of the team and deliver the procurement strategy & action plan.   
  
-        Identify and resolve procurement queries as and when escalated. Pro-actively look at possible improvements of processes.

**Customers / Stakeholders**   
  
-        Provide full support to internal Customers on all elements of order processing in line with Procurement’s policies and procedures.     
  
-        Provide stakeholders with accurate, clear and concise advice/information/ recommendations and take appropriate action within agreed timescales   
  
  
**Leadership & Teamwork**

-        Share knowledge and experience with colleagues and guidance on any specific issues raised.   
  
-        Support Category and Commodity Managers with tactical activities and reporting   
  
-        Undertake training and development initiatives.   
  
  
**SKILLS / EXPERIENCE REQUIRED**   
  
·        Excellent communication and interpersonal skills with the ability to build and maintain working relationships at senior levels   
·        Should possess exceptional & effective negotiation skills.   
·        Possess a strong understanding and working knowledge of Indian laws pertaining to Contracts, Tax & broad statutory requirements. Should be able to construct & negotiate Contracts.   
·        Proven planning and organizing skills   
·        Ability to analyze complex problems, interpret operational needs and develop integrated, creative, workable solutions.   
·        Proven ability in team leadership, people and resource management.   
·        Excellent leadership qualities, able to motivate and inspire a team.   
·        Possess strong management skills, commercial and business awareness.   
·        Ability to work and communicate effectively and articulately as a team member with management and staff at all levels.   
·        Able to assimilate a large amount of information and make effective decisions on a wide range of issues.   
·        A strong desire to achieve outstanding customer service.   
  
**ELIGIBILITY CRITERIA**   
  
·        A graduate or a post graduate in any discipline with 10+ year’s experience in  Procurement Management (preferably IT Procurement) across a wide range of products and services.   
  
**MANDATORY CRITERIA (Max 3)**   
  
·        10 years of experience in IT Purchasing Domain   
·        Understanding of the IT products & services utilized or proposed to be used by the business.