

## Job Description

POSITION DETAILS			
Functional Designation		Department	Information Technology
Sub Department	Information Technology	HR Grade	
Location	Corporate Office	Reporting Manager	
<b>Job Purpose</b>			
<p>The IT - Procurement Specialist is responsible for managing the procurement of IT products and services to support the organization's technology needs. This role involves developing procurement strategies, managing vendor relationships, and ensuring cost-effective and timely acquisition of IT resources.</p>			
<b>Principal Accountabilities</b>			
<ul style="list-style-type: none"> <li>• Develop and implement IT procurement strategies aligned with business objectives.</li> <li>• Plan and manage the procurement of IT products and services.</li> <li>• Ensure the alignment of procurement activities with the overall IT strategy.</li> <li>• Identify, evaluate, and select vendors for IT products and services.</li> <li>• Negotiate contracts and agreements with vendors.</li> <li>• Maintain strong relationships with key vendors and suppliers.</li> <li>• Develop and manage the IT procurement budget.</li> <li>• Ensure cost-effective procurement of IT resources.</li> <li>• Monitor and control expenses to ensure they are within budget.</li> <li>• Ensure compliance with relevant laws, regulations, and standards.</li> <li>• Develop and enforce procurement policies and procedures.</li> <li>• Identify and manage risks associated with IT procurement.</li> <li>• Ensure the quality and reliability of procured IT products and services.</li> <li>• Develop and implement quality assurance processes.</li> <li>• Conduct regular reviews and audits of procurement activities.</li> <li>• Develop and implement metrics to measure the effectiveness of IT procurement.</li> <li>• Prepare and present reports on procurement activities.</li> <li>• Provide regular updates to senior management and stakeholders.</li> <li>• Provide regular updates to senior management and stakeholders.</li> <li>• Must have knowledge about IT Services, Products, Software's, Hardware, Vendors and Ecosystem</li> <li>• Should be well aware about latest technology trends, market pricing, competitive offerings,</li> <li>• Should have expertise in negotiation strategies, internal guidelines and RBI guidelines</li> </ul>			
<b>Desired Profile</b>			
<b>Education</b>		Graduate or CA	
<b>Experience</b>		8-12 years	

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**Certifications**

ITIL, PMP, TOGAF, COBIT, DevOps, etc.

**Team Size managed**

5-10

- Proven experience in IT procurement or a similar role.
- Extensive experience in vendor management and contract negotiation.
- Strong leadership and organizational abilities.
- Excellent communication and interpersonal skills.
- Strategic thinking and problem-solving aptitude.
- In-depth knowledge of procurement processes and best practices.
- Familiarity with IT products and services.