

Job Description

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

Job Description

Education	Graduate with MBA degree or CA
Experience	10-15 years
Certifications	ITIL, PMP, TOGAF, COBIT, DevOps, etc. are added advantage
Team Size managed	20-40

- 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.