Job Description

POSITION DETAILS			
Functional Designation		**Department**	Information Technology
Sub Department	Information Technology	**HR Grade**	
Location	Corporate Office	**Reporting Manager**	

Job Purpose

The Head-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.

Principal Accountabilities

- 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

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

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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.