

Job Description – Manager Procurement

Designation	Manager Procurement & Assets
Department	Admin
Location	Mumbai
Employment type	Employment contract
Report to	Head HR & Admin
Positions reporting to this role	HO and State Admin Resources
Employment level	Mid-level

Version No:			
JD No.:		Version No.:	V1
Effective date:		JD approved by:	

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

Job Profile

The Manager Procurement will assist Head HR & Admin with every aspect of operations in Procurement & Administration. She/he hold specific responsibility to manage processes that increases efficiency in the area of procurement and administration in a cost-efficient manner. This includes planner-based procurement, vendor management systems, administrative and logistics supports. The person has to be a procurement specialist

Areas of Responsibility:

Staff Management & Leadership:

- Develop & lead an effective,cohesive,cost efficient team working in harmony with other cross functional teams in the organization
- Supervise,guide & develop direct reports to ensure cost effectiveness & efficiency in service delivery
- Monitor adherence to laid down procurement policy & procedures in line with organization requirements

Procurement Management

- Monitoring procurement & administration process followed by the team
- Ensure that entire process followed for procurement meets deadlines and respective department requirement
- Develop, implement and monitor robust vendor sourcing and relationship management

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- Review RFP/RFQ for high value procurements, assist team in vendor negotiation and finalization
 - Review and vetting of sole source procurements of Head Office and similar support to state offices, if required
 - Review all documents and related approval as per organization Approval Limit Matrix before submission to signatories
 - Institute the highest level of process consistency across procurement & admin teams with emphasis on proper documentation
 - Conduct training of procurement & administration team for achieving project deliverables
 - Provide periodic MIS as per organization requirement including timely contracts closures and payments
 - Provide technical assistance on procurement and logistics to ensure efficient delivery mechanisms

Administration

- Provide guidance & direction to other department on Administrative, Legal & Commercial matters
- Ensure office environment and general administrative services, appropriately provide a pleasant and efficient work culture
- Ensure documentation and relevant information of organization's administrative policies and procedures
- Oversee that safety measures instituted against fire, theft etc. are in place and functional, to ensure the safety of organization's premises, assets and staff
- Help create systems that enhance the efficiency of field level administration
- Provide one-stop service solutions for various administrative requirements of the organization with speed and quality
- Ensure the delivery of efficient and effective administrative services, encompassing legal services, office operations, housekeeping, security and guest house services.

Asset Management

- Ensure implementation of best practices, effective and efficient management of general assets
- Rationalize overall requirement of general assets by the organization to enhance viability
- Provide cost efficient assets to employees
- Create and implement plans and guidelines to reduce and manage risks relating to assets
- Institute a culture of procedural discipline among staff to minimize risks relating to assets.

Core Responsibilities

- Procurement
- General Administration
- Asset Management

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Liaise with:

- Inter department within EG
- Peer organization for procurement & admin services
- Government department for administrative services

Desired Incumbent Profile:

Core Competency & Values:

- Purpose-driven. Must reflect the organization core values at all times.
- Result-driven and solution-oriented approach to work, proven personal initiative and an ability to respond proactively and positively to ambiguity.
- Experience in an international NGO strongly preferred.
- Excellent leadership, coordination, capacity building, planning and analytical skills.
- Strong written and oral communication skills, effective in representation and liaison with external parties as well as in group and workshop facilitation.
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Conducts every interaction & action with Empathy
- Openness for travel & relocation

Personality: Self-driven, result-oriented with a positive outlook with a clear focus on high quality output. A drive to use skills for social impact and a dedication to making the world a better place for the most vulnerable Empathic communicator, ability to see things from the other person's point of view. Ability to get along with variety of individuals and a team-player.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Education Background:

Master degree preferably in business management or equivalent. Degree/diploma in material management/CIPS qualification is an added advantage

Work Experience:

At least 5 years of experience handling core procurement and vendor management at PAN India level in decentralized environment

Skills Set:

Soft skills:

- Strong leadership and Team management skills
- Multitasking and collaboration with internal departments
- Ability to learn and work independently
- Good problem solving skills
- Co ordination and Liaising skills
- Negotiation and analytical skills

Technical skills:

- Techno-commercially savvy with financial acumen to lead procurement department
- Procurement terms and processes
- Capable of foreseeing requirements of the organization & procuring required resources
- In-depth understanding of procurement concepts, strategic procurement management, office & guesthouse management procedures, facility management & legal policies
- Expertise in review & streamline key procurement, administrative policies & guidelines

Travel requirement:

25%

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."