

Job Description – AGM - Procurement

Designation	AGM -Procurement
Department	Procurement & Logistics
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Associate Director Operations
Positions reporting to this role	Mid senior

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

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 AGM - Procurement will assist Associate Director Operations 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 procurement efficiency, planner-based procurement, vendor management systems, administrative and logistics support. The person has to be a procurement specialist with inclination to work in hyper active environment and provide quick solutions.

Areas of Responsibility

Staff Management & Leadership

- Develop & lead an effective, cohesive team working in harmony with other cross functional teams in the organization
- Ensure the operating model and team are configured, resourced and mobilised against agreed KPIs and initiatives to optimise cost, performance, efficiency and effectiveness
- Coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value and cost reductions
- Ensure strong communication between teams to facilitate exchange of information and in order to implement change and improvements

Procurement Management

- Head the procurement & admin vertical for the organization
- Set department objectives and monitor ongoing progress and performance
- Evaluate the challenges faced by the business and act to mitigate risks and develop opportunities
- Establish a rigorous, accountable and transparent procurement system, which is compliant with operations and Educate Girls policies and procedure
- Streamline existing processes to meet with changing requirements, while ensuring high quality.
- Support in technology advancement of Procurement and administrative models for efficiency.
- Develop, implement and monitor robust vendor sourcing and relationship management
- Lead and deliver sound RFP/RFQ for high value procurements, assist team in vendor negotiation and finalization
- Review high value procurement 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
- Perform cost analysis and set appropriate benchmarks
- 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

Liaise with:

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

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 10 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
 - Coordination and Liaising skills
 - Negotiation and analytical skills

- **Technical skills:**
 - Techno-commercially savvy with financial acumen to lead procurement department
 - Sharp understanding of data analytics, interpretation and presentation skills
 - Knowledge of automation of procurement and logistics processes
 - Procurement terms and processes followed as industry best practices
 - 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
 - Experience of goods, services and consulting procurement is an added advantage

Travel requirement:

- 25% of the time to field locations depending on the requirement

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