



Educate Girls | Job Description

Assistant General Manager (AGM) – Procurement & Administration

About Educate Girls:

- 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. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Bihar.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model.

For more information log on to www.educategirls.ngo

- **In the next 10 years, Educate Girls aims to** build one of the largest second-chance program - **Project Pragati** - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>

Role Overview: The AGM - Procurement & Administration will play a crucial role in overseeing and optimizing all procurement and administrative functions. Responsible for setting departmental objectives, managing vendor relationships, and ensuring compliance with organizational policies, this role is pivotal in driving cost-efficiency and operational effectiveness. Additionally, the role requires leadership in streamlining processes, implementing best practices, and fostering a collaborative and efficient work environment.

In this role, you will be accountable for:

Staff Management & Leadership:

- Lead and develop a cohesive team that collaborates effectively with other departments.
- Ensure alignment of team objectives with organizational KPIs for optimal performance and efficiency.
- Mentor and coach team members to deliver continuous improvement and cost reductions.

Procurement Management:

- Establish a rigorous, accountable and transparent procurement system, which is compliant with operations and Educate Girls policies and procedure
- Set departmental objectives and monitor progress.
- Drive technology advancements for procurement efficiency.

- Manage vendor relationships and negotiate contracts.
- Ensure compliance with approval processes and proper documentation.
- Provide training for project deliverables and efficient procurement practices.
- Deliver timely MIS reports and cost analysis.

Administration:

- Provide guidance on administrative, legal, and commercial matters.
- Maintain a pleasant and efficient work environment.
- Ensure adherence to administrative policies and safety measures.
- Enhance field-level administrative efficiency.
- Offer one-stop service solutions with speed and quality.
- Supervise legal services, office operations, and security.

Asset Management:

- Implement best practices for asset management.
- Optimize general asset requirements for viability.
- Provide cost-efficient assets and manage risks effectively.
- Instill procedural discipline to minimize asset-related risks.

Other Core responsibilities

Liaise with:

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

Apply if you:

- Master degree preferably in business management or equivalent Degree/diploma in material management/CIPS qualification is an added advantage
 - At least 10 years of experience handling core procurement and vendor management at PAN India level in decentralized environment
 - Strong techno-commercial skills with a keen financial acumen.
 - Proficiency in data analytics, interpretation, and presentation.
 - Knowledge of automating procurement and logistics processes is essential, along with a deep understanding of industry best practices.
 - Adept at forecasting organizational requirements and procuring necessary resources efficiently.
 - Expertise in strategic procurement management, facility management, and legal policies is crucial.
 - Experience in reviewing and streamlining procurement and administrative policies is desired, as well as proficiency in MS Excel. Familiarity with data analytics tools like Power BI or Google Studio is advantageous.
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Attributes to be successful in this role at Educate Girls:

- Exceptional leadership and team management abilities are essential, enabling effective collaboration and multitasking across internal departments.
- The ideal candidate demonstrates a capacity for independent learning and problem-solving, alongside adept coordination and liaison skills.
- Proficiency in negotiation and strong analytical capabilities further enrich their skill set, ensuring optimal performance in procurement and administrative endeavors.
- Willingness to travel to the state / district / village level program geographies

Location: Mumbai (Head Office)

Annual CTC: Upto 20 Lacs based on experience and skills

Work Type: Full Time in a Work from Office set up

[APPLY HERE](#)

Other Information Links

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence