



## Assistant Manager Procurement & Logistics

**Location: Mumbai**

**Information Links**

[www.educategirls.ngo](http://www.educategirls.ngo)

[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](#)

## About Educate Girls:

- Established in 2007, Educate Girls' is a non-profit that focuses 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](http://www.educategirls.ngo)
- In the next 10 years, Educate Girls aims to build one of the largest second-chance program - 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/>

## About the role:

The Deputy/Assistant Manager will oversee procurement operations with a particular focus on sourcing and onboarding consultants for various projects and research initiatives. This role is instrumental in streamlining administrative processes and advancing organizational objectives. Success in the position demands strong negotiation capabilities, exceptional organizational skills, sharp attention to detail, and a proactive approach to problem-solving.

## In this role, you will be responsible for:

### Procurement & Consultant Engagement

- Lead procurement planning and develop sourcing strategies for consultancy services across departments, ensuring alignment with project timelines and objectives
- Develop RFQs, RFPs, and evaluation criteria for consultant hiring
- Oversee bid review processes, contract negotiation, onboarding workflows, and documentation control
- Ensure compliance with internal procurement policies and donor regulations
- Monitor procurement and administrative workflows executed by the team to identify bottlenecks and enhance delivery
- Guarantee that procurement cycles meet specified deadlines and departmental requirements
- Establish, implement, and evaluate vendor sourcing protocols and long-term relationship management strategies

- Review RFPs/RFQs for high-value procurements; provide tactical support during vendor negotiations and finalization
- Scrutinize sole-source justifications for Head Office and extend support to state offices where applicable
- Validate all procurement documentation and approvals as per the Approval Limit Matrix prior to escalation to signatories
- Institutionalize process consistency across procurement and administration teams, emphasizing rigorous documentation standards
- Design and facilitate training for procurement and administrative staff to ensure alignment with project goals and SOPs
- Generate periodic MIS reports capturing contract status, procurement efficiency, and payment schedules as per organizational requirements
- Offer technical guidance in procurement and logistics to enhance operational delivery mechanisms

### **Asset Management**

- Ensure implementation of best practices for effective and efficient management of general assets
- Rationalize overall requirements for 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

### **Key Responsibilities**

- Procurement & Consultant Engagement
- Logistics & Operations Management
- Administrative & Reporting
- Asset Management
- **Liaise with:**
- Coordinate effectively with internal departments within EG to ensure alignment of procurement and administrative processes across operational units
- Maintain professional relationships with peer organizations to exchange best practices and facilitate collaborative procurement and administration services
- Interface with relevant government departments to secure administrative approvals, ensure compliance, and facilitate smooth functioning of organizational infrastructure

**Desired Incumbent Profile:****Core Competency & Values:**

- Demonstrates commitment to the organization's mission, consistently reflecting its core values in day-to-day actions
- Exhibits a proactive and solution-driven mindset with a capacity to navigate ambiguity and take personal initiative
- Prior work in an NGO or development context strongly preferred
- Proven ability to lead teams, facilitate planning processes, conduct training, and apply analytical thinking
- Strong written and verbal skills; effective in stakeholder engagement, external representation, and group facilitation
- Maintains performance and composure in high-stress and dynamic environments
- Treats all individuals with fairness and respect, regardless of gender or background
- Upholds ethical standards and consistently acts with accountability, transparency, and moral clarity
- Drives excellence through action, initiative, and continuous improvement
- Works inclusively and respectfully across diverse teams and external networks
- Approaches every interaction with empathy, compassion, and understanding
- Open to travel and relocation based on organizational needs

**Education & Professional Qualifications**

- Master's degree in Business Management or a related field is strongly preferred
- Additional certifications in Materials Management or a CIPS qualification will be considered an added advantage

**Work Experience**

- Minimum of 5–7 years of hands-on experience in core procurement, vendor management, and contract administration
- Proven track record of managing procurement operations across a decentralized PAN India landscape, including regional coordination and compliance with diverse regulatory frameworks

**Skills Set:****Soft skills:**

- Demonstrates the ability to lead diverse teams with clarity, empathy, and accountability
- Skilled at managing multiple priorities and fostering coordination across departments to achieve aligned outcomes
- Proactive in acquiring new skills and adapting independently to evolving roles and challenges

- Applies structured thinking and creativity to navigate operational complexities and deliver effective solutions
- Adept at managing stakeholder relationships, both internal and external, with professionalism and diplomacy
- Strong analytical mindset with the ability to negotiate strategically while preserving value and compliance
- **Technical skills:**
  - Strong negotiation and contract management skills
  - Proficiency in MS Office and procurement software (e.g., SAP, ERP systems)
  - Detail-oriented with solid organizational and multitasking abilities
  - Proactive, ethical, and committed to transparency and value for money
  - Excellent communication and stakeholder management

✓ **Travel requirement:**

- Willingness to travel up to 25% of the time at the State/district level in program geographies

**APPLY HERE :** <https://forms.gle/Z1b2HaPU12PF1C3z9>