

# BIHAR VIKAS MISSION

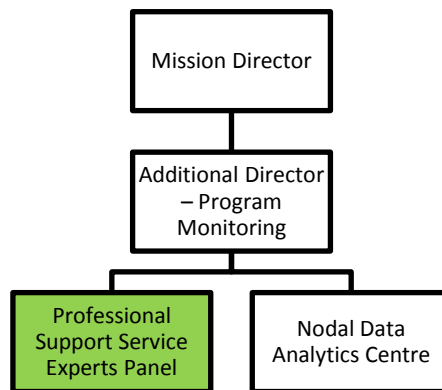
## Job Description



### 1. General Information

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | <b>Procurement &amp; Contracts Expert</b>       |
| <b>Reports to:</b>     | <b>Additional Director - Program Monitoring</b> |
| <b>Department:</b>     | <b>Bihar Vikas Mission</b>                      |
| <b>Job Code:</b>       |   |

### 2. Organization Chart



### 3. Key Accountabilities

#### Procurement Strategy

- Provide inputs to State departments and help define their strategies, policies and processes for procurement of goods and services

#### Contract Management

- Provide expert advice to State departments in drafting and management of contracts and agreements with external parties, ensuring compliance with established guidelines and procedures
- Assist State departments with preparing RFPs for vendor selection and tender documents ensuring that the department requirements are accurately captured and the documents adhere to the established guidelines and procedures
- Review performance of all contracts on a periodic basis, address and analyze major issues and identify corrective actions with relevant State department team

#### Negotiation

- Provide guidance to State departments in carrying out negotiations with external parties (contractors, vendors etc.) concerning price, quality and delivery conditions for goods and / or services and personally lead / participate in major negotiations, ensuring favourable terms and conditions for the State departments

#### Procurement Development

- Provide guidance to State departments in designing required procurement manuals, systems and processes to institutionalize and strengthen the procurement process

# BIHAR VIKAS MISSION

## Job Description



### Compliance

- Guide and support State departments in monitoring and ensuring compliance of procurement activities with the established internal and external regulations, standards and procedures

### Process Control

- Provide expert advice to State departments in the procurement planning and budgeting process as well as guide State departments in monitoring of supplier performance

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- PG Diploma / MBA or Master's degree in Finance / Operations / Supply Chain Management top 75 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time
- Minimum 15 years of post-qualification experience in sourcing, procurement, bid management, operations and contract management for diverse forms of goods and services including at least 5 years of experience in positions of progressively increasing managerial responsibilities

### Preferred

- Less than 70 years of age as on 1st January 2017
- At least 3 years of experience in leading / managing the Procurement function
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managing procurement and contract management
- Demonstrated ability and significant experience in creation of tenders, RFPs and related documents, empanelment, bid process and bid process management

## 5. Knowledge and Other Skills

- Strong written and oral communication skills
- Excellent knowledge of procedures and processes related to procurement of goods and services and contract management
- Experience in vendor management, contract negotiations, costing and procurement planning
- Strong vendor management skills

# BIHAR VIKAS MISSION

## Job Description



| 6. Competencies |  | Basic | Proficient | Expert |
|-----------------|--|-------|------------|--------|
| i.              | <b>Strategic/Innovative Thinking</b>       |       |            | ✓      |
| ii.             | <b>People First</b>                        |       |            | ✓      |
| iii.            | <b>Consultation and Consensus Building</b> |       |            | ✓      |
| iv.             | <b>Initiative &amp; Drive</b>              |       |            | ✓      |
| v.              | <b>Problem Solving</b>                     |       |            | ✓      |

| Basic  | Proficient                                  | Expert  |
|--|---|---|
| <i>Aware of principles and their application</i> | <i>Sufficiently competent to work alone</i> | <i>Competent to support and advise others</i> |