

# BIHAR VIKAS MISSION

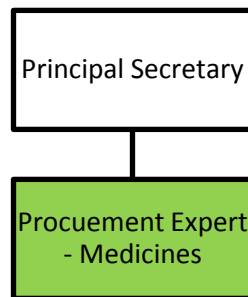
## Job Description



### 1. General Information:

<b>Position Title:</b>	<b>Procurement Expert - Medicines</b>
<b>Reports to:</b>	<b>Principal Secretary– Health Department</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### Strategizing and Expert Advisory

- Provide technical inputs to support the Health Department in carrying out the process of large scale procurement of drugs and medicines for the state run health services
- Lead the procurement process for medicines and drugs under the Department to ensure that procured medicines meet the prescribed safety and health standards at a cost-effective price
- Guide the Department in increasing the efficiency of the procurement process by establishing standard operating procedures to reduce cycle time and cost of procurement
- Ensure adequate savings in the Drug budget by scientific forecasting system based on the preparation of Essential Drug List and its actual consumption
- Execute and ensure that the procurement procedures are developed keeping in view the WHO norms, Standard Treatment guidelines, State Guidelines for procurement of healthcare goods and services and through extensive consultations with specialists and super-specialists in the State
- Support the Department to adopt a streamlined procedure for procurement, storage and distribution through IT enabled services like e-tendering & e-procurement
- Conduct and lead 'pre-bid conferences' and also debriefing of the bidders post the award of contracts
- Provide expert advice to the Department in drafting and management of contracts and agreements with external parties, ensuring compliance with established guidelines and procedures
- Assist Department 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 Department
- Provide guidance to Department 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

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## Job Description



State departments

### 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 and when required

## 4. Qualifications and Experience

### Essential

- Master's degree or higher in Pharmacy / Medical Science
- Minimum 15 years of post-qualification experience in medicine and healthcare sector with at least 7 years of experience in medical logistics, pharmaceutical procurement systems, supply chain management and optimization and contract management for healthcare medicines and drugs for Government / private hospitals or central / state ministry or department
- Minimum 3 years of experience of managing / working in procurement in DGS&D office or State procurement office

### Preferred

- Less than 70 years of age as on 1st January 2017
- Experience of working with state and national level large scale projects (budget value of more than Rs. 500 crores) will be given preference with proven records of execution of the project
- Experience of working with Central / State government agencies, multilateral development and bilateral agencies (e.g. World bank, DFID, UNDP, ADB, WHO, NRHM, ) in procurement and contract management for medicines and drugs
- Demonstrated ability and significant experience in creation of large scale tenders, RFPs and related documents, empanelment, bid process and bid process management for medicines and drugs
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honors / Awards / discourses / recognized publications in relevant area will be an added advantage

## 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
- Extensive knowledge of pharmaceuticals related quality systems established by Indian regulatory bodies like Central Drugs Standard Control Organization
- Experience in vendor management, contract negotiations, costing and procurement planning
- Strong vendor management skills
- Fluency in written and spoken English and Hindi