



**POPULATION SERVICES INTERNATIONAL, INDIA
JOB DESCRIPTION**

TITLE: Assistant Manager - Procurements

LOCATION: Delhi

DEPARTMENT: Procurements

REPORTS TO: Manager-Procurements

SUPERVISES: None

GRADE LEVEL/ BAND: E

CATEGORY: Shared Services

Apply Latest By - 30th May 2023

PSI/INDIA is a non-profit, nongovernmental organization dedicated to improve life for SARITA in India, particularly the improvement of reproductive and sexual health, improved services for the health of mothers and children, sustainable sanitation solutions for cities and slums. PSI was incorporated in 1980 under the India Societies Act of 1860 and began implementing full-scale activities in 1988. Over the past thirty-three years, PSI has collaborated with the Government of India and a number of donors to implement various programs towards increasing the use of modern contraception for family planning, to provide products and services for the health of mothers and children and to decrease the spread of HIV/AIDS and TB. For more information, please visit www.psi.org.in.

POSITION PURPOSE: The Procurement person is responsible for ensuring that the services she/he provides are in accordance with PSI policies, procedures, industry standards, as well as clients' needs. She/he is a member of the Procurement Department providing support for procurement of goods and services and related logistics, which impacts the effectiveness of PSI projects and operations. The incumbent must be able to determine and define requirements in order to provide accurate advice, guidance and recommendations. To do this, the incumbent must ask sufficient questions of the parties involved, rely on previous experience and knowledge, and follow current PSI policy, practices and procedures relating to procurement.

A. DUTIES AND RESPONSIBILITIES:

- Communicating with internal and external clients, related to procurement.
- Facilitate empanelment for procurement of regular nature such as trainings and meetings.
- Initiate procurement process following defined procurement policies and procedures and ensures that value for money is derived.
- Prepare comparative of the procurements and share with procurement committee under Manager Procurement's guidance.



- Facilitate pre-bid meetings/ procurement committee meetings.
- Draft minutes of procurement meetings and get them concurred thru procurement committee and cost center head, if required.
- Execute all procurements, as required from field as well as Head Office.
- Ensure completeness of procurement documentation with accuracy and integrity.
- Issue the required document related to procurement such as Purchase order, agreement, contract etc.
- Upload procurement set on the procurement system, on completion of procurement.
- Update procurement status and regular review of open procurements and take action to complete them
- Assist in creation of standard operating procedures and guidelines.
- Assist in preparing presentations, different model to conduct trainings/ inductions to orient staff about procurement processes.
- Physical verification and quality assessment of existing and new vendors, on periodic basis.
- Check invoices and submit procurement set to accounts with approvals, to get the payment processes.
- Review procurement documentation for completeness and accuracy, before submission for approval.
- Internal records updating such as payment tracker, agreement tracker etc. on real time basis.
- Explore and add new vendors for frequently used services.
- Any other task assigned from time to time.

B. QUALIFICATION AND EXPERIENCE:

- Graduate with relevant work experience of 5-8 Years OR Post Graduate with relevant work experience of 3-5 Years in procurement function of reputed organizations.
- Experience in development sector is preferred
- Proficiency in Computer and excellent knowledge of Microsoft excel

C. SKILLS:

- Integrity
- Excellent business writing skills
- Analytical and methodical approach
- Attention to detail
- Good Communication Skills
- Maturity
- Multi-Tasking ability
- Excellent Negotiation Skills



D. COMPETENCIES:

- **Customer Service Orientation** - See PSI from the client point of view; keep client needs paramount when making decisions and taking action; think beyond current client base; understand the forces that impact PSI, those we serve and those we could serve in the future. (Client refers to all internal/external stakeholders and customers. This should be more clearly defined by manager and employee, as appropriate). Works closely with the people PSI serves to find out what they value the most
- **Result Focus**- Move focus from analysis to action; show persistence to overcome obstacles; take immediate action to solve; problems; ensure follow through. Persists to overcome obstacles; Challenges people at all levels to exceed levels of performance
- **Attention to Detail**: ensure that all important details of a situation are attended to; develop and follow systems to keep things in order; requests or seeks data or back-up information to support others' assumptions
- **Manage Complexity**: Clarify issues in complex or ambiguous situation, balance competing priorities or goals; Manage effectively in matrix organization; make timely decision using available facts in ambiguous, make sense of inconsistent data.
- **Technical Expertise** - Should have sound knowledge of procurement and resources.

PSI India is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.