

## ASSISTANT MANAGERS

| Sr. No. | Nomenclature of Post            | Equivalent to BPS | Job Specification<br>(Qualification & Experience for initial Induction)  | Job Descriptions (JDs)  |
|---------|---------------------------------|-------------------|--|---|
| 2       | Assistant Manager (Procurement) | 17                | <p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• A Bachelor's degree in Supply Chain Management, Business Administration, Logistics, or a related field.</li> <li>• Professional certifications such as CIPS (Chartered Institute of Procurement &amp; Supply), CSCP (Certified Supply Chain Professional), or CPIM (Certified in Planning and Inventory Management) shall be preferred.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 02 years post qualification relevant experience.</li> </ul> <p>Maximum age <b>35</b> years</p> | <p>Assistant Manager (Procurement) will report to Deputy Manager (Procurement) and be responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting Procurement Planning: Assisting in the development of procurement plans, preparing necessary documentation, and ensuring adherence to established procedures.</li> <li>• Sourcing and Evaluation: Identifying potential suppliers, evaluating quotations, and conducting market research to ensure the best value for the government.</li> <li>• Vendor Management: Developing and maintaining strong relationships with suppliers, negotiating contracts, and ensuring timely delivery of goods and services.</li> <li>• Compliance and Documentation: Ensuring all procurement activities are in compliance with government regulations, policies, and procedures. This includes maintaining accurate records of all transactions and preparing required documentation for audit purposes.</li> <li>• Coordination and Communication: Collaborating with various departments within the government to understand their needs and ensure smooth procurement processes.</li> <li>• Cost Savings: Identifying opportunities for cost reduction through negotiation and streamlining procurement processes.</li> <li>• Performance Monitoring: Tracking procurement activities, analyzing data, and preparing reports for management review.</li> <li>• Tendering and Evaluation: Assisting in the preparation and management of tenders, including pre-qualification, RFQs, and bid evaluations.</li> <li>• Dispute Resolution: Addressing and resolving any issues related to purchase orders, discrepancies in quality or quantity, and delivery delays.</li> </ul> |