

Habitat for Humanity India

Job Description

Position Name	Procurement Manager
Reports to	Director Finance National Head (Technical)
Location	Mumbai
Supervises	None
Works with	Regional Director – HUB, Field Staff, NO Staff
Grade	F

About Habitat:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global non-profit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 1.7 million people to build or improve a place they can call home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower. To learn more, donate or volunteer, visit www.habitatindia.in

Habitat’s long term strategic goal for 2015-2019 is to impact 5,00,000 individuals through affordable shelter interventions Habitat through its network of partner organizations promote integrated development aimed at impact, scale and sustainability.

Position Purpose

The Procurement Manager is responsible for overall procurement of goods and services and inventory management, in accordance with donor requirements and HFHI policies. This position will ensure that all procurement and inventory management actions follow appropriate procedures and policy guidelines.

Key Responsibilities

- 1) Work closely with program team to develop quarterly/annually procurement plans (based on quarterly distribution plans and annual work plan) to ensure timely availability of the products for program activities. Update the monthly budget estimation and tracking to Finance Department.
- 2) Exercise primary responsibility for procurement of services including research surveys, training courses, direct marketing campaigns, media and advertising services, designing services, consultants, etc.
- 3) Track and evaluate vendor performance and improvements related to pricing, contractual terms, and/or scope of services.
- 4) Develop and/or update relevant organizational policies, processes and tools to ensure full compliance with PSI as well as donor regulations and procedures.

- 5) Supervise the procurement products including IEC materials, promotional items, BCC tools, etc. Review all contracts (for product and/or service procurements) to ensure quality standards are met, prior to submitting for review and approval as required by PSI procedures.
- 6) Supervise stock bin cards system to ensure proper records of the warehouse transactions. Supervise monthly stock reconciliation.
- 7) Plan, conduct and manage informal and formal inventory checks at PSI's warehouses, project offices and warehouse at sub-distributor level. Generate inventory check reports and ensure follow-up actions are taken place.
- 8) Develop and/or update warehouse policy and implement processes to ensure all staff related to warehouse operation adhere 100% to Warehouse policies.
- 9) Set up/maintain a system for centralized management of all contracts including service contracts (Sales, Marketing, Research etc.) and production contracts.
- 10) Work with suppliers/agencies in the selection of the most qualified and cost effective vendors. Coach, supervise and support the Procurement and Warehouse Officer on a daily basis

Key Qualities required

- 1) BA/BSW degree (business, public health, supply chain management, or other related field) Internationally recognized certification in Procurement or Supply Chain Management (e.g. CIPS certification)
- 2) Significant demonstrated experience (at least 3 -5 years) in public (donor-funded) procurements, inventory management and/or logistics.
- 3) Demonstrated proficiency with forecasting and material requirement planning tools and inventory tracking.
- 4) Strong English communication skills, both verbal and written and the ability to effectively interact with suppliers, donors and staff with varying levels of supply chain/procurement knowledge.
- 5) Knowledge of donor requirements and procurement guidelines is an added plus. Good command of email system, MS Office applications (Word, Excel, Power Point, Access.) Initiative and creativity in solving problems; ability to work well under pressure