

## Job Description For Ad Posting

Position Name	Sr. Mgr. Admin and Procurement
Reports to	HR Director
Location	Mumbai Office
Supervises	Procurement Mgr/Asst. Mgr

### 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 nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

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.org](http://www.habitatindia.org)

### Position Purpose:

The Sr. Admin and Procurement Manager is responsible for the overall procurement process of HFH India goods and services and administration and facilities management. The incumbent will coordinate the procurement and purchasing practices and activities in all levels and location where HFH India operates; facilitates and executes procurement plan; develops, reviews, and updates as necessary the procurement policy, procedures and strategy to meet the procurement needs of HFH India. The Sr. Manager will also oversee the administration and facilities management.

### Key Responsibilities:

#### Procurement

Develop, review and revise the procurement policy and procedure of the organization to ensure operational needs are met with the best value for money.

1. Support and undertake projects that will make the organization more cost efficient and report findings and make recommendations to support policy update or change.
2. Work closely with department heads and budget holders to prepare annual procurement plans and execution.
3. Prepare monthly plan, purchasing and achievement reports for management use.
4. Lead the vendor accreditation process including development and update of vendor accreditation criteria and vendor selection criteria
5. Maintain an up-to-date list and records of accredited vendors
6. Undertake the tendering, evaluation, negotiation, selection, placement, and monitoring of signed procurement agreements (purchase orders/contracts).
7. Maintenance purchase order, contracts, and agreements and ensure necessary departments (e.g. admin for lease, rental, office maintenance) is kept up to date
8. Develop a list of contracts and agreements and update the list quarterly. Recommend contract renewal as necessary.
9. Report all changes of suppliers and price of goods or service as necessary.

10. Facilitate the procurement committee in the selection of appropriate suppliers and contractors, to promote good procurement practices with due regard to sustainability, ethical purchasing standards and whole life costing.
11. Facilitate team meetings related to procurement, prepare supporting documentation, conduct market research, and develop market analysis.
12. Participate in internal and external meetings, promoting procurement best practices.
13. Maintain up to date knowledge of Habitat, donor and government procurement regulations and requirements.
14. Ensure sure adequate and proper record retention of procurement records in compliance with Habitat, Donor and Government requirements.
15. Actively promote the procurement function within HFHIN including the development and improvement skills of staff involved in procurement.
16. Carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for all employees and stakeholders.
17. Perform other duties as assigned.

#### **Administration and Facilities Management**

1. Oversee the general office facilities management and work with various teams such as IT, HR, admin support group, safety and security and the building administrator/lessor to ensure health, safety and regulatory compliance.
2. Work with the hub heads in ensuring the upkeep and safety of hub offices.
3. Ensure that all required business permits in all Habitat India offices are renewed on time and copies are securely filed and electronic copies are in SharePoint.
4. Monitor, maintain and generate reports on staff travel and coordinate with various departments in ensuring data are loaded in the system for report generation.

#### **People Management**

1. Supervise, mentor, develop and engage team members
2. Collaborate across all departments and teams across Pan-India

#### **Skills, Qualification, and Experience**

##### **Minimum:**

- Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Core Values.
- Bachelor's degree in business administration, management, or related fields.
- At least five years work experience in procurement and purchasing plus two years experience in administration.
- Comprehensive knowledge of Indian government's procurement related regulations and international procurement standards.
- Knowledge of contracting and its application to the purchasing process. Sound experience in contract/agreement development and management.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, stakeholders, and suppliers.
- Excellent coordination, negotiation, and customer service skills.
- Good analytical skills, good judgment, and accuracy in work.
- Good command of English with good communication and presentation skills.
- Comprehensive knowledge of licensing requirements and bonding requirements.

- Proficient in Word, Excel, PowerPoint, Outlook and the Internet.
- Respect and transparency in dealing with others.
- Be able to travel and stay at the field sites when required.
- High degree of confidentiality and business ethics

Interested candidates should submit their application to [recruitment@hfhindia.org](mailto:recruitment@hfhindia.org) with the subject line “APP: Sr. Manager Admin and Procurement\_Last Name, First Name”.