

Job Description

Position Name : Procurement Officer (West)
Reports to : Manager Procurement
Location : Mumbai/Pune

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.7 million people across the country. 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

Position Purpose:

The purpose of the role is to ensure that Habitat for Humanity has access to the necessary resources within the assigned zone/region to effectively carry out its mission. This role aims to maintain cost-efficiency, ensure transparency, and uphold compliance with regulations and ethical standards.

Key Responsibilities:

- **Maintained Vendor Database:** Ensure an up-to-date and comprehensive vendor database to support procurement activities
- **Request for Quotation (RFQ) Preparation:** Draft and issue RFQs to obtain proposals from potential suppliers, ensuring clarity and adherence to requirements
- **Bid Analysis:** Analyze bids received from suppliers, comparing them against defined criteria to determine the best value for Habitat for Humanity.
- **Vendor Selection and Finalization:** Organize and coordinate NPC meetings to finalize vendor selection, ensuring all stakeholders are involved in the decision-making process.
- **Approval Processes:** Prepare and submit necessary documentation for the approval process to the Senior Manager, ensuring all required information is accurate and complete.
- **Purchase Orders:** Issue purchase orders to selected vendors and ensure clear communication with the user department for further processing and follow-up.
- **Other activities:** Ensure all procurement activities comply with organizational, donor, and governmental regulations. Regularly update and report any changes in suppliers or pricing to relevant stakeholders. Conduct market research to stay informed about industry trends and develop market analyses to inform procurement strategies. Actively participate in internal and external meetings, promoting procurement best practices and contributing to discussions on procurement-related matters. Maintain proper and adequate records of all procurement activities, ensuring compliance with retention policies and facilitating easy access for audits and reviews.
- **Administration and Facilities Management:** Facilitate general office facilities management, ensuring health, safety, and regulatory compliance in collaboration with IT, HR, admin support, safety and security, and building administrators. Ensure the upkeep and safety of hub/regional offices. Ensure timely renewal and secure filing of all required business permits in all Habitat

- India offices. Monitor, maintain, and generate reports on staff travel, coordinating with various departments to ensure data is loaded in the system for report generation.

Education & Other Qualifications

- Minimum 3-5 years of experience in procurement domain5-8 years of experience working in the social development sector, managing the projects
- Bachelors in any relevant discipline (with any professional education in SCM & Procurement function)

Habitat For Humanity India : Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line **"APP: Procurement Officer_Location Full Name"**.