

## Office Superintendent & District Manger - Procurement

### Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural poor and vulnerable people into self-managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as social inclusion, rural livelihoods human resource management, creating human and social capital, Environment Management, financial inclusion, monitoring and evaluation, MIS etc.

The persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

### Posting:

The posting will be at District Mission Management Unit (DMMU) in Palghar-Thane, Ratnagiri, Sindhudurg, Beed, Nandurbar, Yawatmal, Wardha, Gondia & Chandrapur, district.

### Reporting:

The person recruited will be reporting to the State Mission Manager and Mission Manager-Procurement and Mission Manager- HR of MSRLM for Functional reporting and District Mission Manager for Administrative reporting or any other delegated authority.

### Duties and Responsibilities

The following are the indicative **Duties and Responsibilities** of **Office Superintendent & District Manger - Procurement**

- Finalise development of annual procurement plan plans for the district and implement the same.
- Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle as per approved norms.
- Handling questions/ complaints from applicants and contractors on bidding and award issues
- Review commercial agreements prepared for community level institutions /federations and advising necessary changes.
- Assisting DMMU in ensuring compliance of proper procurement process affecting community level institutions/ federations.
- Conducting training for Field staff, community level institutions and their federations on book-keeping and procurement issues.
- Maintain proper database of all procurement activities and contracts for post review purposes;
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Report regularly to SMMU in form of generating MPR's, QPR's and other relevant reports.
- Any other task as allocated by competent authority at SMMU.
- Managing day to day administration of the DMMU

### Minimum Qualification and Experience

PG degree/PG diploma (two years) in Commerce or ICWA or CA or MBA in HR or MBA - Finance or Procurement or supply chain Management from recognised university/Institute with experience of 6 years in Procurement and administrative in any sector. Relevant experience in Rural Development/Social Mobilisation/Poverty alleviation/Livelihoods promotion programmes will be preferable.

Relevant experience should be minimum 3 years in Procurement and Administration in Rural Development/Social Mobilisation/ Poverty alleviation/Livelihoods promotion /Rural Co-operative programme.

- Age Limit for open market candidates would not be more than 40 years as on 1<sup>st</sup> Oct. 2017 and up to 5 years of age relaxation for reservation category and PwD (person with disabilities) candidates.
- Knowledge of Marathi and MS Office is essential.

#### **Desired Domain Knowledge and Experience\**

- Sound Knowledge of procurement guidelines of Government and internal donor funded projects by World Bank, Asian Development Bank, DFID etc
- Verifiable track record of having managed Tendering and Procurement processes in government sector or international donor funded projects.
- Sound knowledge of drafting of ToR pertaining of commercial terms and agreement in similar projects.

#### **Desired Competency and Attributes**

- *Ability to recognise complexity, analyse and act* – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- *Intensity, Integrity and Intelligence* – Willingness to travel ‘extra mile’ in order to work for communities with the ability to translate knowledge into purposeful action
- *Inclusive Approach* – Sensitive to needs to vulnerable and marginalised communities and including them in the development process
- *Team Player*- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- *Integrative Skills* - Understands relevant cross-sectoral areas how they are interrelated;
- *Articulate and demonstrate clear results* – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

**Salary-** Monthly CTC Rs 30,000/-

#### **How to apply:**

Interested candidates can send their online application on [www.jobs.msrlm.org](http://www.jobs.msrlm.org) or [www.umed.in](http://www.umed.in)

**Last date of online application submission is 25<sup>th</sup> October 2017.**