

## Assistant- 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 BPL households 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 human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

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 State Mission Management Unit (SMMU) level – Belapur, Navi Mumbai

### Reporting:

The person recruited will be functionally reporting to the Mission Manager – Procurement.

### Duties and Responsibilities:

- Maintaining various procumbent records, organizing documents.
- Contract management
- Handing E-Tender work
- Maintain the general filing system and file all correspondence
- Any other ancillary function and work that may be assigned by the officer
- Maintain tour Diary
- Take dictation and doing general typing work.
- Plan and prepare for meetings, conferences and conference telephone calls
- Any other ancillary function and work that may be assigned by the officer

### Minimum Qualification & Experience:

- PG Degree/ PG Diploma (two years) in Commerce or Procurement or supply chain Management or MBA in Finance or ICWA from recognized university/Institute with experience of 2 years in procurement activities in Government office/NGO/ Private Company. Person having the Word Bank procurement experience will be preferred.
- Marathi typing 30 WPM and English typing 40 WPM speed
- MS CIT or equivalent course
- Knowledge of Marathi language is compulsory.

### Technical Knowledge and Skills

- Strong computer skills with proficiency in Microsoft Office and other commonly used software. Access Database skills would be an advantage.
- Good internet skills, including use of e-mail programs and group messaging
- Good verbal and written communication skills
- Knowledge of governmental systems and procedures
- Knowledge of E-Tendering procedures
- Skills in establishing priorities and managing workload

- Knowledge of Procurement process
- Good organizational skills and record keeping

**Age limit:**

Age of candidate should not more than 38 Years as on 1<sup>st</sup> May 2017.

**Monthly CTC:** Rs 20,000/-

**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 application submission is 4<sup>th</sup> June 2017.

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