

## Executive Assistant -Procurement

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	3 February 2021
Location	New Delhi, India
Grade	EA -Procurement
Salary	Rs.44000/- CTC per month consolidated
Contract	01 Year and extendable, this is an outsourced position
Occupational groups	International Development, Procurement, Administration
Last Date of Application	10 February 2021

### Background:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work.

The Government of India has established a Society in New Delhi to act as the Secretariat of the CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programs of CDRI.

### Objective of this position:

The EA-Procurement will be responsible for handling Procurement and Administrative activities at CDRI.

### Role and Responsibilities:

- Support in drafting of EOI/RFP documents, preparing bill of quantities and scope of work of the planned professional services/equipment procurements
- Support all procurement and contracting activities including pre-qualification, tender management including pre-bid meetings & tender evaluation, negotiation, preparation of contracts, processing of bills and closure of contract
- Identifying, developing & maintaining local / outstation vendor base for obtaining timely procurement of materials at favorable terms to ensure smooth operations
- Inviting offers from vendors / contractors, evaluating techno-commercially and awarding purchase orders / work contracts after negotiation and thorough procedures followed at

#### CDRI

- Interfacing with the suppliers, comparing the rates, releasing P.O. terms & conditions, handling material verification and further inspecting the goods
- Facility Management like Equipment's & Infrastructure Maintenance, Stationery, Housekeeping, Security, Annual Maintenance Contract & Insurance, Renewal of Lease agreement. Maintain and update all admin related rate contract data and renew in regular basis
- Ensuring a clean and comfortable working environment for the office. Overview housekeeping and security services and office hygiene
- Coordinating and executing all travel and stay arrangements for staff. Locating, negotiating and finalizing hotel booking for Training / Meetings
- Update asset list at regular intervals and assign the number for each asset. Keep track on all warranty, guarantee and insurance details for all assets and equipment's
- Requisitioning and procuring office stationery / supplies and keep record of the inventory. Tracking of All Admin related invoices like Utility bills, Vendor Bills, Lease Rent, Petty Cash Sheet etc
- Maintenance of office Building i.e. carpenter, electrician, plumber and any other required work
- Giving support for indoor & outdoor meetings, Trainings arrangements.
- Undertake jobs that may be allotted by Supervisor

#### Competencies:

##### Essential:

- Sound knowledge and understanding of Procurement and Administrative practices within multi-lateral, non-governmental and international organizations
- Excellent verbal and written communications in English

##### Desirable:

- Experience of working in international organizations

##### Qualifications:

##### Educational Criteria:

- Graduate degree in Business Administration or any related field. Post-graduation degree/diploma in Procurement will be an advantage

##### Experience Criteria:

- Minimum of 3 years of professional experience in Procurement and administrative roles preferably with an International /Multilateral/Government organization

**Reporting Line:**

The incumbent shall report to Deputy Director – HR and Admin.

**How to Apply:**

If you have experience of working in a similar capacity and want to make an active and lasting contribution in a global initiative spearheaded by India, please apply through the online application form only on or before the last date.

Application Process: Online application form will be available at <https://cdri.world/career/login.php> from 10 February 2021.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment including sexual harassment and gender / racial discrimination. Any selection therefore will be subject to satisfactory reference and background check.

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