

## Manager- Procurement

<b>Organization</b>	Coalition for Disaster Resilient Infrastructure (CDRI)
<b>Job posting date</b>	19 February 2021
<b>Location</b>	New Delhi, India
<b>Grade</b>	Manager
<b>Salary and benefits</b>	INR 75,000 to 100,000 per month + 10% Transportation allowance + 10% Housing allowance, (salary and designation will be offered commensurate with experience and qualifications)
<b>Contract</b>	Fixed Term Contract (3 years), extendable to another 3 years, Full- Time, National Hire
<b>Occupational groups</b>	International Development, Procurement, Administration
<b>Last date of application</b>	5 March 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. This advertisement is for national hires in staff positions on Fixed Term Contract of three (3) years.

### Objective of this position:

Under the guidance and direct supervision of the Deputy Director (HR and Admin), the Manager – Procurement will oversee Procurement and Administration functions. The Manager-Procurement shall play a key role in procuring high-quality and cost-efficient supplies for the organization. He/she shall follow procurement procedures and maintain an updated list of inventory and incoming purchases and supplies. He/She would be responsible for all procurement conducted by CDRI and promotes a client, quality, and results-oriented approach. He/She would be responsible for providing support to office operations, performing a variety of standard administrative processes and ensuring high quality and accuracy of work.

### Role and Responsibilities:

- Support Deputy Director (HR & Admin) in proper implementation of Procurement &

Administrative policies, streamlining daily operational and management systems of CDRIS.

- Prepare a detailed procurement plan of professional services and goods based in line with Annual Work Plan and carry out the procurement process as per organization procurement policy.
- Support in drafting of EOI/RFP documents, preparing bill of quantities and scope of work of the planned professional services/equipment procurements.
- Perform 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;
- Support in the development of specifications/scope of work for goods and services to be procured.
- Develop key relationships with stakeholders and suppliers to improve the procurement process
- Review current procurement procedures and make recommendations as appropriate
- Preparation of periodic report on purchasing, controls and processes
- Implement organizational policies related to administration for efficient and conducive working environments and processes within organization
- Procurement of cost-effective services for facility management of the organization i.e. accommodation, travel, communication, housekeeping, security and pantry services.
- Maintain and update the records of stock within the organization

**Competencies:**

**Essential:**

- Sound knowledge and understanding of Procurement practices within multi-lateral, non-governmental and international organizations
- Should possess administrative experience knowledge and actual application of various administrative and financial rules/regulations
- Excellent verbal and written communications in English

**Desirable:**

- Experience of working in international organizations

**Qualifications:**

**Educational Criteria:**

Graduate in any field with a Post- graduate qualification in procurement, Business Administration, or any other related fields.

**Experience Criteria:**

Minimum 7 years of experience in multi-lateral, international, non- governmental or private organizations in Administration and procurement.

**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 [www.cdri.world/jobapply.php](http://www.cdri.world/jobapply.php) from 19 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.

\*\*\*