

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/22

Date: 23/06/2023

Advertisement inviting applications for the Position

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. iHub-Anubhuti has been set up to create a collaboration between industries, academic institutions, and government agencies to innovate and develop data-driven cognitive computing solutions.

The iHub-Anubhuti is a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub-Anubhuti is looking to hire for the following positions and invites applications for the same:

Job Title: Assistant Manager (Purchase)

No. of posts: One (01)

Job responsibilities include, but are not limited to the following:

- Responsible for procurement of goods and services for project activities with minimum lead time. The candidate should be familiar with the Import-procedure and liaise with Banks/Clearing agents and Vendors.
- Manage the entire process in the planning of materials/ goods purchase/ work order activities, inventory control, logistics and distribution, and customs clearance, ensuring an effectively- functioning process to avoid costly delays and lost opportunities.
- Ensure effective lines of communication to ensure timely delivery of materials/

goods using the most appropriate purchase procedures.

- Be responsible for introducing process improvements in the supply chain and identifying new vendors/suppliers without jeopardizing quality and service delivery.
- Establish and implement a monitoring system that ensures that the price paid for materials/goods is in line with local market prices.
- Develop and manage the rosters of suppliers, elaborate supplier selection, and evaluation, quality, and performance measurement mechanisms.
- Prepare monthly, quarterly, and annual purchase plans and progress reports as required.
- Prepare service delivery contracts, leases, and purchase orders for all acquisition needs.
- Maintain purchase files including all relevant documentation and vendor tracking system s/he will maintain all the relevant information concerning the organization's suppliers.
- Manage vendor contracts and maintain relationships with suppliers to ensure completeness of deliverables outlined in the contract.
- Establishing and maintaining relationships with stakeholders, including the host institute, startups, government bodies, funding agencies, sponsors, investors, industry, etc.
- Ensuring compliance with guidelines/rules of funding agencies.
- Onboarding and maintaining mentors from the industry to provide mentoring support to startups.
- Coordinate with the project members, IHUB Staff, to ensure clear requirements.
- Developing invoicing and receipt system related to purchase activities for IHUB.
- Any other work assigned by higher management from time to time.

Skill Sets, Knowledge, and Experience

- **Educational qualifications:** Graduate/ Postgraduate degree in engineering/management/operations/finance or other relevant domains.
- **Experience:** Minimum 3 years of experience in the relevant area in a Government

office/Autonomous institute/PSU or other Govt setup.

Knowledge & experience with regards to new purchase procedures like e-tendering, GeM, other latest norms of government pertaining to procurement, and price preferential policy and General Financial Rules (GFR), Manual of procurement for goods and services is must.

● **Desirable:**

- Excellent problem-solving, organizational and negotiation skills along with good communication skills.
- Administrative and managerial skills with the ability to multitask.
- Proficiency in Microsoft Office or compatible applications, collaborative Apps, and video conferencing tools.
- Should be able to monitor & expedite orders.

Compensation, Tenure and other details:

The consolidated salary will be in the range of **INR 6 Lakhs to INR 7.20 Lakhs** annually. It will be a contractual position with an initial period of appointment of two (02) years, extendable based on performance. There will be an initial probation period of 6 months.

How to Apply:

Interested candidates may apply on the [Application Form](#).