



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



Adv. No.: iHub-Anubhuti/2024/Hiring/13

Date: 04/07/2024

Advertisement inviting applications for the Position Manager (Purchase)

We are [IHUB ANUBHUTI-IIITD FOUNDATION](https://www.nmicps.in), 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](https://www.nmicps.in). See <https://www.nmicps.in> for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit <https://ihub-anubhuti-iiitd.org> to understand more about our mission, our work, our people and our innovations.

Job Summary:

The Manager - Purchase is responsible for overseeing the procurement process within the organization, ensuring the timely and cost-effective acquisition of materials and services. This role involves developing and implementing procurement strategies, managing vendor relationships, and ensuring compliance with company policies and regulations. This position also requires a thorough understanding of government procurement processes, General Financial Rules (GFR), and the management of note sheets.

Key Responsibilities:

- 1. Procurement Strategy:**
 - Develop and implement procurement strategies that align with the company's goals and objectives.
 - Identify cost-saving opportunities and implement initiatives to achieve cost reductions.
- 2. Vendor Management:**
 - Establish and maintain strong relationships with suppliers and vendors.
 - Evaluate and select suppliers based on quality, cost, and reliability.
 - Negotiate contracts, terms, and conditions with suppliers.
- 3. Procurement Process:**
 - Assist in the development and implementation of procurement policies and procedures.
 - Oversee the procurement process, from requisition to purchase order and delivery.
 - Ensure timely and accurate processing of purchase orders.



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



- Prepare purchase orders and ensure timely and accurate delivery of goods and services.
 - Negotiate terms and conditions with suppliers to secure the best possible deals.
 - Ensure adherence to General Financial Rules (GFR) in all procurement activities.
 - Monitor inventory levels and manage stock replenishment
- 4. Compliance, Documentation and Risk Management:**
- Conduct market research to stay informed about price trends and supply chain issues.
 - Ensure compliance with company policies, procedures, and legal requirements
 - Analyse costs and identify opportunities for cost savings.
 - Identify and mitigate procurement-related risks
 - Assist in budget preparation and manage procurement activities within the allocated budget.
 - Ensure all procurement activities comply with company policies and legal requirements.
 - Maintain accurate and organised records of purchases, pricing, and other relevant data.
 - Prepare reports on procurement activities and present them to senior management.
 - Prepare and manage note sheets as per government and organizational requirements.
- 5. Collaboration and Support:**
- Work closely with other departments to understand their procurement needs and provide support as required.
 - Assist in resolving any issues related to procurement, delivery, or quality of goods and services.
- 6. Team Management:**
- Lead, mentor, and develop the procurement team.
 - Assign tasks and projects to team members and monitor their performance.
- 7. Continuous Improvement:**
- Participate in continuous improvement initiatives to enhance procurement processes and systems.
 - Stay updated with industry trends and best practices in procurement and supply chain management.

Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- 10 years of experience in procurement, purchasing, or a related role.
- Strong negotiation and communication skills.
- Proficiency in procurement software and Microsoft Office Suite.
- Knowledge of supply chain management and inventory control.
- Ability to analyse data and make informed decisions.
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Demonstrated interest in startups, entrepreneurship, and innovation.
- Ability to work in a fast-paced, dynamic environment and manage multiple tasks simultaneously.



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



- Proficiency in Excel and PowerPoint; experience with financial modelling is highly desirable.
- Knowledge of government procurement processes and regulations.
- Familiarity with General Financial Rules (GFR) and experience in preparing and managing note sheets.

Key Competencies:

- Problem-solving skills
- Analytical thinking
- Negotiation skills
- Time management
- Team collaboration
- Attention to Detail
- Proactive, positive, and self-organized
- Able to communicate ideas clearly and concisely.
- Ability to work under pressure.
- Excellent professional and work ethics.
- Collaborative Team Player
- Deep sense of accountability & ownership

Salary Range: Rupees 8.4 – 10.8 Lakhs per year.

Work Location: New Delhi - Onsite @ IIIT-Delhi Campus, Delhi 110020

General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidates may apply on the [Application Form](#). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.