

IHUB ANUBHUTI-IIITD FOUNDATION

Indraprastha Institute of Information Technology Delhi
Okhla Industrial Estate, Phase III, New Delhi –110020

Advertisement inviting applications for the Purchase Manager

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a sector-agnostic Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” to be supported by the Science and Engineering Research Board (SERB), Department of Science and Technology (DST), Govt. of India.

The Foundation is looking to hire an individual for the position of Purchase Manager and invites online applications.

Job Title: Purchase Manager

No. of post: One

Job Profile:

Purchase manager would be responsible for sourcing equipment, good & services and managing vendors. Perform strategic procurement services, optimize funds and find relevant suppliers. Should be able to monitor and expedite orders. Should have excellent problem solving, organizational and negotiation skills along with good communication skills. Expected to have strong skills in MS Office.

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

- Design, plan and implement sourcing and purchasing strategies that will lower the cost of doing business
- Build and maintain relationships with IHUB staff, project members, suppliers and vendors.
- Overall responsibility for Purchasing and Cost Estimating activities across the business

- Tracking and maintaining the database of suppliers and vendors.
- Coordinate with the project members, IHUB Staff, to ensure clear requirements.
- Maintenance of all documents/records/files related to purchase and its supporting funds, grants etc.
- Prepare and process purchase orders and requisitions for materials and equipment related to projects.
- Ensuring compliance with statutory requirements.
- Developing invoicing and receipt system related to purchase activities for IHUB.
- Any other work assigned from time to time.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** Graduate Degree in any discipline with 55% marks.
- **Experience:** Preferably 5 years' relevant experience.
- **Desirable:**
 - Working experience in Government agencies/ educational institute/ MNC of repute.
 - Excellent communication skills (Oral and Written) in English.
 - Good expertise in using software such as Excel, PowerPoint, Word etc.
 - Good organizational, time management and presentation skills.

Compensation, Tenure and other details:

The monthly consolidated salary will be in the range of **50,000/-** to **70,000/-** per month. Initial period of appointment will be 1 year from date of joining, extendable based on performance. The employment to the above post will be purely temporary and ad-hoc.

Age: Preferably less than 35 years

Separation condition: 1 calendar months' notice in writing for separation on either side or salary in lieu of the notice period.

General Instructions:

1. The candidates shall apply online and we shall review all the incoming applications. Interviews/ Online interviews may then be scheduled for the shortlisted candidates.
2. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview/ online interview. In this regard the decision of the IHUB/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.

3. Shortlisted candidates will be informed for interviews/ online interviews through e-mails only.
4. The IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
5. The IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for the interview/ online interview. No request in this regard will be entertained for review etc.
7. The selected candidate will be expected to join within 10 days from the date of issuance of the Offer of Appointment, failing which the candidate may not have any claim on the offered position.
8. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

How to Apply:

Interested candidate may apply at <https://iiitd.ac.in/careers/staff>. The last date for submitting online applications is 22nd August by 5pm. Incomplete application or if received after closing date will be summarily rejected.