

## Mission Manager – Procurement

### Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

### Posting:

The posting will be at State Mission Management Unit (SMMU) level – Navi Mumbai

### Reporting:

The person recruited will be reporting to the **State Mission Manager – Procurement** of MSRLM or any other delegated authority

### Duties and Responsibilities:

Following are the indicative duties and responsibilities of **Mission Manager – Procurement**

- Procurement - For Rural Development Projects, Project Planning / Project Management in Rural Development, Working Rural Co-operative Programs.
- Working with Government Organizations/NGOs in Rural Development space, commercial and legal compliances of procurement at various levels, development of procurement related manuals
- Ensure efficient delivery of procurement function in relation to the implementation of procurement activities for MSRLM;
- Provide oversight and safeguard the procurement principles as outlined in the NRLM procurement manual;
- Finalize annual procurement plan for undertaking procurement activities;
- Undertake and be accountable for all procurement activities to be carried out by the mission;
- Conduct procurement capacity building activities for the State mission staff members and district teams;
- Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle;
- Provide operational advice to State and district staff on concepts, policies and procedures for national, local and community procurement;
- Liaise with NRLM, MoRD on processing post review cases and get clearance on packages as per business standards;
- Finalize proper documentation of all procurement processes and activities;
- Ensure proper listing of all procurement activities and contracts for post review purposes;
- Resolve difficult procurement issues and handle questions/ complaints from applicants and contractors on bidding and award issues;

- Prepare a range of procurement-related documents and reports; and provide guidance and training to district procurement and program staff;
- Review and handle procurement-related complaints and liaise with NRLM, MoRD on cases relating to fraud and corruption in procurement and contracting process;
- Monitor and ensure compliance with NRLM procurement fiduciary policies and performance against service standards for procurement.
- Working with Government Organizations/NGOs in Rural Development space, commercial and legal compliances of procurement at various levels, development of procurement related manuals.

#### **Minimum Qualification and Experience**

PG degree or PG diploma (Two Years) in Commerce or MBA –Finance or Chartered Accountant (CA) or Cost & Works Accountant or Supply Chain Management-procurement from recognized university/Institute with 7 years of total experience. Minimum 4 years of relevant experience at larger scale of Procurement in Rural Development Sector at Senior Managerial level. Person having the Word Bank procurement experience will be preferred. Knowledge of Marathi and MS Office is desirable.

#### **Desired Domain Knowledge and Experience**

- Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems;
- Experience and understanding of technical and commercial aspects of procurement at all phases of Bank/ Donor funded/ GOI operations;
- Demonstrated analytical clarity, problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements with mission needs.
- Ability to function effectively in multi-disciplinary teams within the Government environment

#### **Desired Competency and Attributes:**

- Passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity.
- Converting knowledge and experience into practice - Translates technical knowledge into practical applications and contributions to procurement related strategies;
- Ability to interact with multiple stakeholders: Interacts with various stakeholders at the policy and implementation level;
- Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, funding agencies etc
- Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated;
- Rural Policy, Strategy and Institutions - Understanding of issues in procurement operations in rural areas;
- Drive for Results - Identifies the needed resources to accomplish results involving multiple stakeholders and finds solutions to obstacles affecting key deliverables;
- Teamwork (Collaboration) and Inclusion - Shows leadership in ensuring the team stays organized and focused, and actively seeks and considers diverse ideas and approaches.
- Attractive salary will be offered.

#### **Age limit:**

- Open Market Candidate: Age of candidate should not more than 45 Years as on 1<sup>st</sup> May 2017.

**Monthly CTC : Rs 60,000/-**

#### **How to apply:**

Interested candidates can send their online application on [www.jobs.msrlm.org](http://www.jobs.msrlm.org) or [www.umed.in](http://www.umed.in) **Last date of application submission is 4<sup>th</sup> June 2017.**

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