

## Assistant Manager- Administration & Procurement

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	15 March 2023
Location	New Delhi, India
Grade	Assistant Manager
Contract	Initial 3 years of fixed term contract, the contract may be extended for another 3 years
Occupational groups	International Development, Procurement, Administration
Last date of application	29 March 2023

### Background:

*CDRI is looking for a dynamic, analytical, and meticulous colleague to support the Procurement/ Admin functions of the CDRI Secretariat. The incumbent will demonstrate proficiency in the processes with the ability to deliver, promote and support a positive and inclusive team environment.*

### About us

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development. Further details are available at: <https://cdri.world>.

CDRI has the following strategic priorities:

- a) **Technical Support and Capacity-building:** This includes disaster response and recovery support; innovation, institutional and community capacity-building assistance; and standards and certification.
- b) **Research and Knowledge Management:** This includes collaborative research; global flagship reports; and a global database of infrastructure and sector resilience.
- c) **Advocacy and Partnerships:** This includes global events and initiatives; marketplace of knowledge financing and implementation agencies; and dissemination of knowledge products.

The Secretariat of the CDRI operates from New Delhi under the direction of the international Governing Council and implements the programs of the CDRI.

### The objective of this position:

Under the guidance and direct supervision of the Manager-Procurement, the Assistant Manager will undertake Procurement and Administration functions. The AM-Administration & Procurement shall play a key role in procuring high-quality and cost-efficient good and services for the organization. He/she shall follow procurement procedures of CDRI, donor regulations and law of the land (as applicable). He/She shall maintain an updated supplier database with inventory/items list and incoming purchases of goods and service. He/She would be responsible for all procurement conducted by CDRI and promotes a client focused, high quality, on time procurement of goods and services with a results-oriented and transparent approach. He/She would be responsible for providing efficient support to office operations, performing a variety of administrative standards and processes, thereby ensuring high quality and accuracy of work.

### Role and Responsibilities:

#### Assist in Procurements of Goods & Services:

- Support in preparing a detailed annual procurement plan of professional services and goods based in line with Annual Work Plan and carry out the procurement process as per the organization's procurement policy. Adhering to 100% compliance with procurement policy and donor requirements

- Support in drafting of EOI/RFP documents, preparing the 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 the contract
- Procurement of cost-effective services for facility management of the organization, i.e., accommodation, travel, communication, housekeeping, security, and pantry services
- Complete all procurement on or before stipulated timelines
- Preparation of Task list as per the requirement, weekly monitoring of the assigned jobs.
- Preparation of Procurement trackers and submission of reports weekly basis
- Filing of all procurement POs and agreements for ready reference and informing the users & A&F department for renewal of service/rental agreement at least one month in advance
- Providing support to finalizing the venue for meetings, conferences & other events, including logistic Requirements
- Proper maintenance of all documents in soft and hard copies
- Management of all procurement through e-office system

**Contract Management:**

- Ensure preparation of supplier contracts including all short-term hires as per the requirement.
- Manage various other contracts for leasing different services, and purchase of goods.
- Vendor contracts for different assignments and manage supplier contracts database.

**Asset Management:**

- Timely update of the asset list as per policy and make sure that relevant insurance is in place.
- Timely monitor unwanted assets after the life span, and as per policy, dispose of the same to save space and value for money.

**Administrative works related to routine day-to-day requests:**

- Support in properly implementing of Procurement & Administrative policies, streamlining daily operational and management systems of CDRI.
- Maintain and update the records of stock within the organization.
- Handle audit effectively all audit Support in internal and financial audits
- Maintaining, updating & preparing records for:
  - Annual Maintenance contracts of CDRI Equipment.
  - Agreements of Service providers.
  - Facilitation of travel bookings.
  - Maintaining and payment of timely Water, Electricity, Telephone, Data cards, Internet, and other utility bills.
  - Assist in legal compliance.
  - Responsible for IT formulation and implementation of IT policies across all the state offices.

**Maintain Vendor Database:**

- Maintain vendor database (both contracted and pre-qualified) with complete details as per policy.
- Develop key relationships with stakeholders and suppliers to improve the procurement process.

- Introduction of new vendors, at least 1 or 2 vendors for all kinds of procurements
- Physical verification of all new vendors before putting them in the company's vendor database.
- Vendor empanelment as per the laid down process.

**Others:**

- Ensure audit compliance throughout Admin/ procurement function and record keeping.
- Participate in team meetings and activities relating to Admin/ procurement and own work area; take responsibility for personal learning and development and setting achievable and meaningful work objectives and, managing personal targets, meeting obligations of the deadlines.
- e-office: To ensure e-office HR files are initiated on time and to track the movement of the files and necessary follow-up.
- Undertake all responsibilities as assigned by Manager Procurement & Deputy Director-HR and Admin from time to time.

**Competencies:**

**Essential:**

- 1) Sound knowledge and understanding of Procurement practices within multi-lateral, non-governmental and international organizations
- 2) Should possess administrative experience, knowledge and actual application of various administrative and financial rules/regulations
- 3) Excellent verbal and written communication in English
- 4) Technical and Analytical Skill
  - Meticulous
  - Timeliness
  - Analytical & Problem Solving
- 5) Delivering Results
  - Dependability
  - Managing people & process
  - Innovation & Resourcefulness
- 6) Engaging & Partnering (Interpersonal / Teamwork)
  - Stakeholder Management
  - Working Collaboratively
  - Appreciate and encourage different cultural context
- 7) Leadership
  - Able to see Big Picture
  - Decision Making
  - Inspires, motivates & empowers others
  - Team Management
- 8) Communication
  - Willingness to listen and express dissenting views
  - Can clearly convey ideas and information.

**Desirable:**

- Experience of working in an international organization.
- Proficiency in MS Office, excel skills, and numerical abilities.
- Ability to work with multiple tasks, demands and deadlines with a positive and constructive attitude.
- Proficiency in verbal and written communication in English.

**Qualifications:**

**Educational Criteria:**

- Graduation in relevant field (Administration and Procurement)
- Post Graduation degree in procurement, Business Administration or any other related areas or equivalent is desirable.

**Experience Criteria:**

- Minimum 5years of professional experience in relevant field in multi-lateral, international, non-governmental, or private organizations in Administration and procurement.

**Reporting Line:**

The incumbent shall report to Manager Procurement.

**How to Apply:**

If you have experience working in a similar capacity and want to make an active and lasting contribution to a global initiative spearheaded by India, please apply through the online application form only on or before the last date <https://app.cdri.world/career/public/>.

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 checks.

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