

## JOB FRAMEWORK

<b>Position</b>	<b>Assistant Manager (Admin, Procurement, and IT)</b>
<b>Level</b>	<b>Level IV, Assistant Manager</b>
<b>Reporting To</b>	<b>Head (HR, Admin, Procurement &amp; IT)</b>

### Background

The Organisation is a registered not-for-profit organization operating since 2009. The Organisation India is an affiliate of MSI Reproductive Choices (MSI), a global organization providing personalized contraception and safe abortion services to women and girls. MSI's local teams of professionals are passionate about the work they do in communities across 37 countries. The high-quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is **"Your Body, Your Choice, Your Future"**.

The Organisation is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Rajasthan, Uttar Pradesh, and Madhya Pradesh in Public Private Partnership with state governments. In 2023, our teams directly provided family planning choices and quality services to over 160,263 clients that delivered a Couple Year Protection (CYP) of over 1.98 million.

A large number of women in India are unable to exercise their sexual and reproductive rights due to a number of barriers – social, cultural, policy, and access to information and services. Thus, we work in partnership with stakeholders to improve the policy environment toward enabling women to exercise their reproductive rights and choices. The Organisation also implements advocacy projects to advance sexual and reproductive rights in the country.

<b>Mission driven</b>	<b>Client Centered</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>	<b>Inclusive</b>
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### KEY RESPONSIBILITIES

#### **Procurement and Vendor Management:**

- Handle procurement of office supplies, IT & medical equipment supplies, and services, ensuring cost-effectiveness, efficiency, and timely delivery.
- Develop and implement procurement strategies, source, and negotiate with suppliers, vendors, and contractors for optimal quality and pricing.
- Manage procurement processes including preparation and review of purchase orders, contracts, agreements, and service-level agreements (SLAs).
- Ensure compliance with procurement policies, legal guidelines, and ethical standards.
- Monitor inventory levels, conduct stock reconciliations, and ensure timely reordering to prevent shortages.
- Track vendor contracts, expiration dates, renewals, and ensure contract compliance.
- Establish a scoring system for vendors to monitor performance, negotiate pricing, delivery schedules, and review supplier agreements.
- Assist in the annual procurement plan and ensure adherence throughout the year. Quarterly forecasting of medical consumables and its purchase across all states.

- Creation and floating of RFP and RFQs in coordination with different departments.
- Recording Keeping of monthly compliances viz Monthly Stock Reports, Monthly Stock Counts etc.

#### **Administrative and Office Management:**

- Oversee general administrative operations including up-keep of country office including housekeeping, security, reception, clerical support, office maintenance, annual maintenance contract and utilities management.
- Ensure the office is well-organized and conducive to productivity through efficient workspace allocation and office supply management.
- Supervise office support staff (receptionist, office assistants, cleaners) ensuring their duties are carried out effectively.
- Organize meetings, events, and staff activities, managing logistics, budgets, and venue arrangements.
- Oversee logistics for goods and materials, facility management, cleanliness, and maintenance.
- Maintenance of office assets and conducting asset verification across all states.
- Managing Pan India staff contact List & sharing on quarterly basis.
- Support in Hiring office premises across all state locations and ensure management of all lease deeds- expiration dates, renewals, and ensure compliance.
- Act as Security Lead for the India Country Office and maintain and update a proper security procedure for the Country office.
- Fleet Management: Monitor GPS reports and ensure Monthly Reports to the Senior Management Team.

#### **IT Management:**

- Handle office 365 application in coordination with LSO.
- Ensuring smooth functioning of all IT systems, including servers, firewalls, networks, and workstations.
- Tracking and addressing any system issues, performing routine checks, and ensuring the health of hardware and software components for Pan India staff.
- Implementing and managing backup systems through One drive to prevent data loss.
- Ensuring data security policies are in place and followed with help of Defender and Meraki.

#### **Budget, Cost Control & Compliance:**

- Identify cost-saving opportunities in procurement and administrative functions without compromising quality.
- Ensure compliance with organizational policies, government regulations, health, and safety standards.
- Conduct risk management for procurement contracts and agreements to mitigate organizational liabilities.
- Check and code supplier invoices in line with procurement processes and financial guidelines.
- Conduct vetting checks in coordination with London Support Office (LSO).
- Q-Trak maintenance- Update on quarterly basis and share with teams. Track and apply for Medical Exemptions.
- Update and maintain Policies, Guidelines and Procedures related to IT, Admin & Procurement.
- Lead yearly MSI internal Audit & also support in external Audits.

#### **Logistics and Reporting:**

- Oversee shipping, receiving, and inventory control, ensuring the timely delivery of goods and materials.
- Prepare regular reports on procurement activities, cost savings, administrative issues, and overall efficiency.
- Ensure accurate record-keeping of procurement transactions, contracts, and expenses for audits and reviews.

#### **Capacity Building & Technical Support:**

- Implementation & train staff for stock management, Inventory software (E-ims) on quarterly basis and ensure accurate stock reconciliation with the finance team.
- Manage a centralized database for procurement and stock-related information, accessible to senior management and the finance team.
- Support the operations department in quality assurance processes for supply management.

**Other Responsibilities:**

- Collaborate with the Finance Team to manage income and expenses for external orders, ensuring accurate invoicing and adherence to guidelines on monthly basis.
- Coordinate travel arrangements for staff, ensuring efficient booking and travel-related procurement (transportation, accommodation, visa).
- Hold regular team meetings to review progress, address issues, and align procurement strategies with organizational goals.

**QUALIFICATION AND EXPERIENCE**

- Post-Graduate with Relevant Experience, preferably in MBA/Materials Management/Operations Management/ M. Pharma.
- 3-5 years of hands-on Experience in administration & procurement profile.
- IT literate, especially in Microsoft Word & Excel

**SKILLS AND COMPETENCIES**

- Ability to understand and compare procurement (quotes, pricing) data
- Demonstrable organizational and prioritization skills with experience of establishing personal Deadlines.
- Excellent negotiation and coordination skills.
- Excellent attention to detail and accuracy skills.
- Procurement or supply chain management experience (essential)
- Experience of working on Logistics Management Information Systems & stock management is (preferred).
- Time management skills for prioritization of work.
- Ability to work independently with minimum supervision
- Excellent oral and written communication skills in English and Hindi.
- Strong reporting and documentation skills
- Experience of conducting participatory training and performance improvement process.
- Ability to work under pressure.
- Commands personal credibility as clinical, managerial and strategic leader.
- Demonstrates personal commitment for professional development.
- Experience at working both independently and in a team-oriented, collaborative environment.

**Interested candidate please send your resume at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)