

American India Foundation (AIF) – Procurement and Administration Manager

Position: Procurement and Administration Manager

Function: Finance and Administration

Location: Gurugram

Nature of employment: Fixed Term

Reporting: Director- Finance and Administration

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

Job Summary:

The Procurement and Administration Manager will deal with every aspect of operations related to Procurement & General Administration. S/he holds specific responsibility to provide support in all tasks including procurement, office administration & management, asset management, MIS, Compliances etc.

Key Roles & Responsibilities:

Procurement and Supply chain management:

- Assist in preparing procurement plans.
- Vendor analysis and Empanelment of vendors.
- Processing of procurement requests and issue of Purchase Orders.
- Assist Director (F&A) in revisiting procurement policies periodically and ensuring their strict compliance.
- Purchase order follows up, ensuring smooth supplies, quality checks, and settlement of vendors.
- Supporting the Finance & Admin Director for all the rent renewals and hiring of any new office premises.
- Ensure all organizational assets including equipment's, and other fixed assets in all offices are insured at all times.
- Support and coordinate for travel/tickets, cab/taxi and stay arrangements of Project staff and visitors as per travel request raised.
- Events management and administrative support to all meetings / conferences and official receptions.
- Negotiate the best rates and deals available in the markets for travel and lodging.

Office Administration:

- Ensuring day to day office arrangements.
- To organize office filing systems, maintenance of inward-outwards registers, receipt and dispatches of correspondence.
- Ensure proper maintenance of office property which includes building, office furniture and equipment's, computers etc. through regular monitoring and upkeep.
- Maintaining records of all movable & immovable assets at central and state offices and ensure assets register and asset numbering is up to date.
- To supervise and monitor the working of Admin officer as well as housekeeping staff.

- Assist in framing of office policies and application of Administrative Instructions, rules and regulations.
- Supervise maintenance of petty cash.
- Any other tasks assigned by Director (Finance & Admin)

Key Qualifications, Skills and Experience:

- Graduate/Post Graduate with a minimum 3 – 4 year of work experience in Procurements / General Administration / Data Analysis is Essential. Candidates with MBA qualification shall be preferred.
- Sound knowledge and prior experience in procurement and administration in social sector.
- At least 2 years of relevant experience in NGO environment.
- Good analytical skills & knowledge.
- Good interpersonal and communication skills (both oral and written)
- Ability to work without close supervision or should be self-driven.
- Proven ability to interpret verbal, written and numerical data.
- Ability to work in a team as part of the team.
- Hard working and willing to additional time if required.
- Flexibility, Drive and enthusiasm.
- Ability to remain calm in a pressurized environment and able to give long hours to the office when required.
- Maintain Confidentiality, friendly and helpful approach.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with the current and expected salary to indiarecruitments@aif.org with subject line “**Procurement and Administration Manager**”.

Deadline for applications: **7th December, 2021**

Only applications of shortlisted candidates will be acknowledged.