

American India Foundation Trust (AIFT)

Position: Deputy Director - Procurement

Location: Gurgaon/NCR

Reporting to: Country Director

Nature of Employment: Full time staff, Work from Office

Duration: Open-ended

Background:

The American India Foundation (AIF) 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.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 12.9 million of India's poor since then. With offices in New York, California and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across 35 States and Union Territories of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change.

Learn more at www.aif.org Learn more at www.AIF.org

Role Summary:

The **Deputy Director - Procurement** will lead & manage all Procurements – protocols, practices and operations for AIFT's Programs & Functions. The incumbent must hold specific prior experience to lead & manage all tasks including Procurement, Vendor management, Asset management, MIS, Compliances related to procurement of all goods & services as per need of the organization.

This position will work closely with AIFTs Program Teams, India Leadership & Management Teams and will report to AIFT's Country Director. The incumbent will be based in Delhi NCR in India, may need to travel to locations In India and will lead the Procurement team.

Key Roles & Responsibilities:

1. Operational:

- Prepare & execute procurement plans, vendor analysis, purchase order follows up, supply systems, quality checks, and settlements based on needs.
- Devise and use fruitful sourcing strategies, discover profitable suppliers, and initiate business and organization partnerships
- Develop, hone, and execute new improved procurement strategies across all channels of purchasing
- Delegate tasks and supervise the work of purchasing and procurement agents / team members across all programs & functions

- Manage every aspect of the supply chain and notify the Leadership team of any possible obstacles to ideal efficiency
- Institute policies and procedures for collecting and reporting key metrics that will reduce our overall expenses while increasing productivity
- Coordinate deliveries
- Direct sourcing teams, that are responsible for executing, negotiating, implementing and maintaining competitively advantageous supply arrangements for active projects.
- Providing and assisting support for all India procurement execution activities
- Increase vendor for all products
- Use technology to incorporate bidding techniques for procurement
- Save cost for the organization through innovative thinking
- Work closely with program and function teams to ensure stability and cost effectiveness of supply
- Bring innovative supplier solutions
- Manage supplier performance and maintain interface within supplier's organization.
- Expertise in Supply Management, Tracking Budget Expenses, and Vendor Relationships
- Ensure a cost-effective supply of quality products.

2. Strategic:

- Expect unfavourable events through analysis of data and prepare control strategies.
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Perform cost analysis and set appropriate benchmarks
- Create policies and procedures for risk management and mitigation

Key Qualifications, Skills and Experience:

- Degree in supply chain management, logistics or business administration with a **minimum 8-10 years of work experience** in General Administration / Procurements is essential.
- Sound knowledge and prior experience in procurement.
- **Social Sector experience will be preferred.**
- **Experience in procurement during emergencies**
- **Knowledge of contracting of NGOs through service agreement**
- Relevant experience in procurement/strategic equipment sourcing experience
- Detailed knowledge of commercial purchasing procedures and practices, including aspects of negotiation, contract law, and claims management.
- High ethical conduct
- Knowledge of local suppliers and vendor management
- Knowledge of strategic sourcing and procurement work processes
- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market.
- Demonstrated ability in negotiations and networking
- Good knowledge and exposure to supplier or third-party management software including ERP.
- Aptitude in decision-making and working with numbers.
- Experience in collecting and analysing data.
- Strong interpersonal and English communication skills (both oral and written)

- Ability to supervise a geographically widespread team and work closely in coordination with other cross functional teams.
- Flexibility, result orientation, self -Driven and enthusiastic.
- Ability to remain calm in a pressurized environment and able to give long hours to the office when required.
- Ability to work in fast – evolving & ambiguous work environments will be preferred.
- Friendly and helpful approach.

Other: Salary commensurate with experience.

Only applications of shortlisted candidates will be acknowledged

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