

Job Title	Procurement and Contract Management Specialist
Job Category	Managerial
Department/Group	PPOMU
Travel Required	Yes
Location	Bhubaneswar
Upper Age Limit	40 years as on 1 October 2012
Experience Required	Minimum 10 years
Remuneration	Rs. 60,000 - 75,000 Per Month
Position Type	Contractual
Duration	3 years
Job Purpose	Procurement and Contract Management Specialist shall be responsible for the procurement and contract management of various agencies engaged by the PPOMU for various studies / assessments
Responsibilities	<ul style="list-style-type: none"> • Co-ordinate with the other experts for procurement needs of the unit; • Design procurement documents including Expressions of Interest (Eols), Request for Proposals (RFPs) to be outsourced; • Develop notices for Eol / RFPs and advertising the same in public domain; • Perform contract negotiations and appointment of agency keeping in mind principles of economy and value for money; • Schedule the study, manage outputs, authorize payments and ensure quality of the work; • Help in annual budget formation for the procurement service under PPOMU during a year. • Oversee the entire evaluation process including co-ordination with experts for technical evaluation, conducting financial evaluation and negotiation with preferred bidder; • Interview and correspond with agencies; keeps informed of new trends. • Train other concerned Government departments in procuring services. • Undertake any other reasonable duties as may be requested from time to time. • Provide aid and advice to other departments on procurement of goods and services.
Selection Criteria	<ul style="list-style-type: none"> • Post Graduate or equivalent in Finance / Commerce/ B. Tech. / MBA or related field. • Atleast 5 years of experience in procurement, particularly of services • Good writing /documentation skills. • Good IT skills including MS Office (Word, Excel and Power Point).