

## **JOB DESCRIPTION**

### **Administration & Procurement Executive Bharat Rural Livelihoods Foundation**

**Position: Administration & Procurement Executive**

**Location:** Delhi with travel to BRLF geographies of operation

**Number of Positions:** One

**Reports To:** Admin & IT Officer

**Nature of Employment:** Full-Time with contract with benefits.

#### **1. ORGANISATION BACKGROUND:**

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details, visit [www.brlf.in](http://www.brlf.in)

#### **2. JOB DESCRIPTION/ RESPONSIBILITIES:**

The Admin & Procurement Executive shall be responsible for the following:

- Ensuring all procurement transactions under their review comply with applicable laws and regulations. Ensuring that all purchases meet ethical standards.
- Purchasing of services and/or commodities of the highest complexity in accordance with GFR/GOI procurement rules and regulations.
- Coordinates, prepares, and analyses bid preparations, awards and contract extensions with vendors/ contractors and suppliers.
- Initiates and follows through on procurement actions to facilitate purchase completion.
- Prepares specifications, solicits, and conducts analysis of bid/proposal responses and provides recommendations for contract award in accordance with GFR and GOI rules and regulations, procedures, and solicitation requirements.
- Performs re-bidding actions prior to the expiration of existing term contracts.

- Routinely researches market trends, reviews technical, trade, and legal publications, and keeps abreast of current and applicable regulatory rulings.
- Prepares and implements procurement contracts.
- Conducts active follow-up and enforcement to ensure contract performance and quality is in accordance with contract terms, conditions, and specifications.
- Support in preparation of elaborated vendor/ supplier list and develop key relationships with stakeholders and suppliers to improve the procurement process
- Managing procurement related documentation and record keeping both in hard copy and soft copy.
- Any other tasks assigned by supervisor.

### **Key Job Responsibilities:**

### **3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

- Graduation from a reputed and recognized university.
- Bachelor's degree in a related field from a recognized university.
- 5+ years of significant professional level procurement experience that includes managing Invitations to Bid (ITBs), Request for Proposals (RFPs), negotiating contracts and resolving disputes.
- Hands-on experience in public procurement and administration with foundations, grant making institutions or govt. created missions and societies preferred.
- Experience of managing procurement as per GFR/GOI procurement rules and through GeM (Govt. E marketplace) portal would be highly desirable.

### **Skills and Competencies:**

- Effective verbal and written communications skills.
- Excellent customer service and analytical skills required.
- Proficiency in MS Office.
- Ability to facilitate meetings and events.
- Self-driven with a high degree of responsiveness and proactivity.
- A team player, with the ability works in a collaborative and consultative manner.
- Working knowledge of Hindi is eminently desirable
- Willingness to travel to project sites as required

### **4. COMPENSATION OFFERED:**

The remuneration package is budgeted for a range of **INR 40,000-70,000** per month. The offer made to the selected candidate shall be commensurate with the qualifications, experience and CTC history.

### **5.LOCATION: New Delhi**

### **6.Age Limit: Max. Up to 55 years**

### **\*\*Languages**

Good command in speaking, reading, and writing in English and in Hindi are required.

## **7. APPLICATION PROCESS:**

Eligible candidates interested in this position are requested to apply [Link](#) .

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of February 23, 2025.

*BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. BRLF is an equal opportunity organization. Qualified women are encouraged to apply.*