JOB TITLE	Purchase Officer	**DEPARTMENT**	Purchase & Stores
REPORTS TO	Director	**SUBORDINATES**	Purchase and Store Manager, Junior Assistant - Purchase
LOCATION	Jaipur	**DIVISION**	Non-Teaching (NT)

JOB PURPOSE

Ensure that procurement activities for the Institute are carried out as per Institute's policies, rules and regulations as well as regulations / laws / statutes / circulars issued by appropriate bodies / government so as to ensure legal and financial compliance. Responsible for developing and maintaining long term relationship with various suppliers and contractors. Able to negotiate the best rates for the best quality products and services and procurement within stipulated period.

RESPONSIBILITIES

Area	Key Activities
Sourcing Strategy Formulation and Implementation	• Suggest the sourcing strategy for procurement including the type or method of procurement for different requirements, the number of suppliers required etc. • Suggest rate contracts for certain purchase requirements. • Create/update on any required changes, renewal, extension, addition or closure of services required by the institute. • Analyze market and delivery systems to assess present / future material availability. • Overall operating direction to the team with regards to quality, timelines etc.
Support User Department	• Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales. • Review the list of vendors who meet the pre-qualification criteria. • Co-ordinate / obtain approvals of appropriate authorities for order placement. • Co-ordinate with users for technical review of bids.
Tender and Purchase Process Management	• Liaison with bidders for techno-commercial queries / price implications. • Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. • Engages with bidders for commercial negotiations. • Record any commercial conflicts with vendors and user departments. • Track the status of requisitions, Tenders, and orders on an overall basis. • Manage complete procurement to pay process with ERP system.
Relationship Management	• Responsible for building and managing long term relationships with critical suppliers and work with them to add value to make the procurement process more efficient and effective. • Responsible for planning and implementing vendor development initiatives.
Others	• Initiate and organize updating of Procurement Manual/Purchase Manual and recommend any required improvements and changes from time to time. • Suggest modifications for inclusion in the purchase manual. • Ensuring proper stores management / inventory management / annual stock verification / recordkeeping etc. as associated or inherent elements of Supply Chain Management system.
Condemnation	• Primarily to ensure the efficient management of resources by identifying and disposing of items that are no longer useful or functional. • Maintain a safe environment.

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Area	Key Activities
	• Suggest a clear condemnation policy and process to helps uphold accountability and transparency in asset management practices.

QUALIFICATIONS

Essential Qualifications:
Master Degree in any discipline or Post Graduate Diploma from reputed Institute or equivalent qualification.

Experience
The candidates should have atleast 10 years of relevant work experience in University / Institution of higher learning.

Desirable:
1. Thorough knowledge of MS-Word, MS – Excel, MS-Power Point.
2. Experience of working on ERP Software.
3. Experience of Handling Purchase & Store Management / Inventory Management System

Age:
Preferably below 50 years

28/1/2025