

POSITION	Senior Executive – Procurement and Contracts
LOCATION	New Delhi
REPORTING TO	Advisor – CKD and Senior Manager – PaCs
APPLY TO	Eligible candidates interested in this position are requested to send their application to archana.verma@ipeckd.org
ABOUT IPE CKD	CKD is a not-for-profit entity, founded in 2013. It is incubated by IPE Global Limited, an Indian International development consulting firm with a track record of implementing multisectoral, large scale and high impact development projects and solutions across continents. CKD strives to create a world imbued with values of diversity, equity and inclusivity (DEI) where women, adolescents and children realize their full potential. Our mission is to ensure equitable access to health and nutrition; 21st century skills and education; equal employment opportunities and green jobs. Our values are aligned towards catalysing social and economic empowerment for the most marginalised and underprivileged sections of the society.
JOB DESCRIPTION	<p><u>Position Summary</u></p> <p>The Senior Executive – Procurement and Contracts will ensure effective and efficient procurement and contracting of works, goods, and services for CKD and support national and international project teams for different ongoing national/international projects.</p> <p>The incumbent will work with a broad set of principal-based policies and orders which ensure that CKD achieves the best value for its projects and activities.</p> <p>As a Senior Executive, the incumbent is expected to have extensive experience in procurement and contracting, with a deep understanding of industry best practices and market trends. They must be highly analytical, able to evaluate supplier proposals and negotiate favorable terms.</p> <p><u>Key Responsibilities</u></p> <p>The responsibilities of the incumbent will include, but will not be limited to:</p> <ol style="list-style-type: none"> 1. Ensure that the procurement of works, goods, and services is carried out in accordance with CKD’s policies, orders, guidelines, and procedures. 2. Drafting the IFB/ITBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the standard procurement guidelines of the project and IPECKD. 3. Prepare and support pre-qualification and bidding documents and manage the procurement and contracting process for the pre-qualification of bidders, bidding, bid opening, bid evaluation, award of contracts, and negotiations with contractors, suppliers, and consultants – as per the standard procurement guidelines of CKD. 4. Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and operational modalities. 5. Drafting all Contracts, Purchase Orders, Work Orders for all Down-Stream engagements across the Projects and managing the contracting process from start to finish, including drafting, negotiation, and execution of contracts. 6. Leading and managing the contracting process from start to finish, including drafting, negotiation, and execution of contracts.

	<ol style="list-style-type: none"> 7. Overall responsible for PO creation in ERP (Internal Organization Resource Planning Platform for Management of Projects) in close co-ordination with the Projects' and the Finance Dept. 8. Ensuring contracts comply with legal and regulatory requirements and meet the organization's financial and operational objectives. 9. Managing the administration of contracts, including contract amendments, renewals, and terminations. 10. Analyzing and evaluating the performance of contracts and ensuring compliance with contractual obligations. 11. Developing and implementing best practices for contracting and contract management. 12. Maintain systematically all the procurement related records and documentations for audit also for timely review. 13. Establish, implement, and continuously improve policies and procedures for the timely, efficient, economical, and transparent procurement and/or contracting of a wide range of goods and services including planning, and implementing strategies for changing technological opportunities. <p><i>As job descriptions cannot be exhaustive, the incumbent may be required to undertake other duties as determined by Senior Manager – PaCs that are broadly in line with the above key responsibilities. The incumbent shall also be required to take up the above-mentioned key responsibilities for IPE Global as well.</i></p>
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Degree in Administration, Accounting, and Management or equivalent; 2. National and/or international certification of training in procurement [desirable]; 3. At least 3-4 years of professional experience in the procurement area, with at least specific experience in 4-5 projects funded by the international donors, bilateral/multilateral aid agencies, philanthropies in the preparation of tender documents for goods, works and Services and respective evaluation reports; 4. In-depth knowledge of procurement processes and grasp over organizational guidelines 5. Excellent oral and written communication in English and Hindi; 6. Experienced in the use of information and communication technologies (e-mail, internet, Word, PowerPoint, Excel, MS Project and Database);
<p><i>CKD seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. CKD encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are highly encouraged to apply.</i></p> <p>Only shortlisted candidates will be contacted.</p>	