

Designation	Associate Manager – Contracts and Procurement
Work Location	New Delhi
Line of Reporting	Associate Director – Procurement and Contracts (PaCs), CKD
About 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 catalyzing social and economic empowerment for the most marginalized and underprivileged sections of the society. For more details, please visit https://www.ipeckd.org
Job Description	Role: The responsibilities of the incumbent will include, but will not be limited to: 1. Lead End-to-End Procurement Processes: Execute procurement of goods, works, and services in alignment with organizational and donor-specific procurement policies, ensuring compliance and transparency throughout the procurement cycle. 2. Documentation & Tender Management: Prepare and manage procurement documentation including IFBs, REOs, ToRs, RFPs, and bidding documents, in coordination with project and technical teams. 3. Contracting & Vendor Management: Draft, negotiate, and finalize contracts, purchase orders, and work orders for downstream partners and vendors, ensuring adherence to legal and financial standards. 4. ERP & Process Coordination: Ensure timely creation and tracking of Purchase Orders in ERP systems in close coordination with Finance and Project teams. 5. Compliance & Records Management: Monitor contract implementation, maintain procurement records systematically for audit readiness, and ensure timely renewals, amendments, and closures. 6. Policy Implementation & Process Improvement: Contribute to the development and refinement of procurement policies, tools, and practices to enhance efficiency, cost-effectiveness, and compliance. <i>As job descriptions cannot be exhaustive, the incumbent may be required to undertake other duties as determined by Associate Director – PaCs, CKD 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>

Qualification and Experience	1. Degree in Administration, Accounting, and Management or equivalent. 2. National and/or international certification of training in procurement [desirable], 3. At least 4-5 years of professional experience in the procurement area, with at least specific experience in 5-6 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).
How to Apply	Please share your CV and cover note/letter with the title “Application for the position of Associate Manager – Contracts and Procurement” at hr@ipeckd.org Kindly note that only shortlisted candidates will be informed. Women are encouraged to apply.
	CKD is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees, are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups