

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass roots community WASH programs.

WASH Institute has been conducting extensive training programs for government functionaries, private sector professionals, NGOs, and other practitioners with the objective of effective WASH implementation across the country. In addition, our academic campus offers Diploma and Masters level courses in sanitation, under affiliation to a leading university.

As part of our WASH Advisory program, we provide PMU services to central, state, and local governments in both urban and rural areas to support implementation of SBM, JJM, and AMRUT schemes. We are a multi-disciplinary team that tackle complex multi-faceted problems of behaviour change, quality of service, and sustainability of WASH interventions. We are looking for experienced professionals to work with us towards our visions of “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

<b>Name of the position</b>	Procurement Officer
<b>No. of positions</b>	1
<b>Duty Station</b>	New Delhi
<b>Desired Qualification and Experience</b>	<p>Qualification preferred would be BBA/BBL/BGL/BCS/MBA/PGDM. Others with relevant experience as below can also apply.</p> <p>2 to 5 years experience in some or all of the following, including but not limited to, Purchase, Tenders, MIS, Contracts Administration, Accounts Payable, Statutory Compliances and Process Audits.</p> <p>Certification in Procurement / Contract Management / supply chain management and basic computer applications is a plus.</p> <p>Excellent communication skills in English (speaking, reading and writing – 8/10) is essential. Working knowledge in additional Indian languages like Hindi / Tamil / Bengali / Punjabi etc will be added advantage.</p>

**Job Description:**

- Assisting the Program Director in developing appropriate Terms of Reference (ToR) for various procurement towards hiring various sub awardees for the project.
- Review of various ToR developed by the PMU and the WASH Institute team and providing appropriate advisory to the Program Director. Also, assisting the Program Director in hiring appropriate and quality vendors.
- Ensuring appropriate documentation of all procurements of WASH Institute for respective projects.
- Maintaining appropriate files/records/documents for all types of procurement towards meeting audit, legal and statutory requirements of WASH Institute.
- Develop, lead and execute procurement strategies.
- Track and advise key functional metrics to reduce expenses and improve effectiveness.

- Craft negotiation strategies and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation.
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis and bench marking
- Assess, manage and mitigate risks
- Seek and partner with reliable vendors and suppliers
- Determine the quantity and timing of deliveries.
- Monitor and forecast upcoming levels of demand.
- Work with MoHUA procurement team in supporting procurement planning processes.
- Obtains and updates information on open market and contract purchase prices.
- Evaluate proposals, awarding contracts and grants.
- Undertake any other task as assigned by the organisation from time to time.

#### **Desired Qualities:**

- Open Minded
- Willingness to learn
- Ability to address things from both micro and macro view
- Ability to multi task between different programs
- Understanding the importance and adhering to deadlines

#### **Salary Package**

As per Industry Standard and as per qualifications & work experience of candidate.

#### **How to Apply**

Please submit your updated curriculum vitae. Application can be e-mailed to the following address: [careers@washinstitute.org](mailto:careers@washinstitute.org). The subject line of the Application should state the name of the position.

**(Example: Application for Procurement Officer – New Delhi).**

*WASH Institute is an equal opportunity employer and encourages women candidates to apply. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, religion, nationality, ethnicity, disability and health.*