

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Purchase and Procurement Manager
Reporting Supervisor	Operations Lead
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for Procurement Officer in its TB Projects. We are looking Procurement Officer to providing oversight and direction on all procurement officer and procurement related activities for all TB projects over the project lifecycle. The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies.

- Bachelor's degree in business administration, supply chain management, logistics, procurement, or a related field is typically required. A master's degree or professional certification in procurement may be preferred.
- 3-4 years of experience in procurement, supply chain management, or purchasing roles, preferably in the healthcare or non-profit sector. Experience with international procurement, donor-funded projects, and TB care programs would be advantageous with good negotiation skills.
- Familiarity with TB care protocols, treatment guidelines, and diagnostic technologies is desirable, as the role involves procuring supplies and equipment for TB diagnosis and treatment.
- Skilled in procurement strategies, contract negotiation, and supplier management.
- Proficient in budgeting, cost analysis, and maximizing cost-effectiveness while ensuring quality.
- Strong problem-solving ability, adept at data analysis to inform procurement decisions.
- Excellent verbal and written communication, adept at negotiation for favourable contract terms.
- Adheres to high ethical standards, ensures transparency, fairness, and compliance.
- Works well across teams and with stakeholders to achieve common objectives.
- Flexible and responsive to changing priorities and dynamic environments.

Roles and Responsibilities

- Develop and implement a sourcing and procurement strategy aligned with the objectives of the Global Fund project. This includes identifying suppliers for diagnostic equipment, sample collection kits, and other necessary supplies.
- Establish relationships with suppliers, negotiate contracts, and ensure that all purchases meet quality standards and are cost-effective. Monitor supplier performance to ensure timely delivery of goods and services.
- Ensure that all purchases comply with relevant regulations and quality standards. Work closely with suppliers to address any quality issues and implement corrective actions as needed.
- Develop and manage the procurement budget for the Global Fund project. Monitor expenditures to ensure compliance with budgetary constraints while meeting the needs of the project objectives.

- Coordinate with other stakeholders involved in the project, including healthcare providers, government agencies. Collaborate with the project team to ensure that procurement activities support the overall goals and objectives.
- Provide training and support to staff involved in procurement activities, including supply chain management, inventory control, and quality assurance. Build capacity within the organization to effectively manage procurement processes.
- Maintain accurate records of all procurement activities, including contracts, purchase orders, and invoices. Prepare regular reports on procurement performance, including budget utilization, supplier performance, and inventory levels.
- Continuously assess the supply chain to identify opportunities for optimization, such as reducing lead times, minimizing stockouts, and improving overall efficiency. Implement strategies to streamline the procurement process and reduce costs while maintaining quality standards.
- Develop contingency plans for procurement operations to mitigate the impact of natural disasters, political instability, or other emergencies that may disrupt the supply chain. Establish alternative sourcing options and stockpiling strategies to maintain continuity of TB care services.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

Only shortlisted candidates will be contacted.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act

1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.