

ToR for Two (02) positions – PROCUREMENT MANAGER

NIUA invites applications for Two (02) positions of PROCUREMENT MANAGER

About NIUA:

The National Institute of Urban Affairs (NIUA) is India's leading national think tank on urban planning and development. As a hub for the generation and dissemination of cutting-edge research in the urban sector, NIUA seeks to provide innovative solutions to address the challenges of a fast urbanising India, and pave the way for more inclusive and sustainable cities of the future.

NIUA takes pride in researching, creating knowledge and building a strong voice on growing subjects of concern in the urban sector. The institution plays a crucial role as a strong associate of the Ministry of Housing and Urban Affairs (MoHUA), and works closely with the state governments and city administration. Our mission is to understand urban issues holistically and take into account the cross-cutting impact that our work as well as other interventions can have. NIUA is recognised as a premier institute for research, capacity building and dissemination of knowledge for the urban sector in India. With a clear understanding that governance, management and development of urban environments play a critical role in ensuring good quality of life to all people, NIUA has been committed towards aligning its efforts with the UN Sustainable Development Goals, under all its initiatives and programmes.

NIUA invites applications for Two (02) positions of PROCUREMENT MANAGER for various procurement related processes for various works and services assignments under different programmes.

Key Responsibilities

The key responsibilities of the Procurement Manager, under overall guidance and supervision of the Procurement Specialist will include, but not be limited to, as listed below.

- Discuss and prepare scope of work, terms of reference (TOR), HR job description etc for the project assignment bidding document
- Prepare bidding documents like RFP, EOI etc and support entire bidding process.
- Prepare presentations, coordinate and organize meetings to support bidding process.
- Management of day to day activities of NIUA office work.

Required Qualification, Experience and Competencies

Necessary

- Post Graduate qualification in Civil Engineering / Construction Technology & Management / Finance / Procurement Management / Infrastructure Management from a reputed University / Institute.
- **Approximately 5 years of experience related to procurement in the Urban Sector/ULBs/Smart Cities/ADB/World Bank etc related to multidimensional assignments.**
- Ability to interact with a variety of stakeholders including government officials, private sector, civil society institutions and research institutions.
- Working knowledge of internet utilities like GeM, eProcurement portal (CPPP),

MS Excel and MS Word.

- Excellent written and verbal communications and presentation skills.
- Drive, Commitment and Ownership with teamwork and collaboration.