

Posted: 21 Sep 2021



Deputy Procurement Officer

Organization:

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decision makers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US\$1 billion in healthcare costs to patients and health systems. We are co-convenor of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a World Health Organization Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation

FIND India, with its office in New Delhi, is an independent non-profit organization created under Section 8 of the Indian Companies Act, 2013. The organization is dedicated to activities focused on introducing and expanding quality assured, rapid, accurate and accessible diagnostic solutions for several infectious and non-communicable diseases. FIND India has undertaken several projects focused on TB, viral hepatitis C, COVID-19 and Antimicrobial Resistance (AMR).

Overall objective of the project:

National Strategic Plan (2017-25), advocates for early Identification of presumptive TB cases, at the first point of care, be it private or public sector, and prompt diagnosis using highly sensitive diagnostic tests to provide universal access to quality TB diagnosis including drug resistant TB in the country. FIND India to collaborate with CTD for

Strengthening Health systems for sustainable Access to Quality diagnosis towards TB elimination in India

Lab quality improvement across the National Tuberculosis Elimination Programme (NTEP) network, increasing access to high quality diagnostics, Strengthening & expanding capacity for Genome Sequencing for TB surveillance and clinical management via establishment of COEs at 5 existing sites set up by FIND.

Joint Effort for Elimination of TB (Project JEET)

Addressing the LTBI burden in India, Sustaining and strengthening the gains under JEET project, Project Coordination and Quality Monitoring Mechanisms, Sustainability, Risks, and its management including Financial Risk Management

Unite to ACT - Amplifying Community action for TB elimination (Project Unite to ACT)

To build capacity of TB-affected communities to meaningfully contribute to the design, implementation and evaluation of the programme and promote rights-based, gender responsive and equitable services for all including the underserved and those most vulnerable to TB. To adopt integrated approaches for TB-free communities by engaging TB survivors as Champions to expand community access to TB prevention and care and improve the quality of life of people with TB. To accelerate & support the uptake of community-led activities in states.

For more information about the organization, please visit <http://www.finddx.org/>

Location: FIND India Office, New Delhi

Key Job responsibilities:

- Reporting to the Senior Procurement Officer, shall be responsible for supporting the Procurement unit of FIND India and managing the Procurement of drugs, consumable, medical equipment, services, Procurement and supply chain management agency, Personal Protective equipment (PPE) and other items on requirement basis.
- Prepare specifications through market analysis to determine if procurement will be selective or competitively negotiated; determine potential sources of supply; research technical data and price information on the Internet or other sources, ensuring completeness of information according to needs.
- Ensure timely publication of Expression of Interest (EOI), procurement advertisements and awards.
- Draft Invitation to Bid (ITB), Request for Quote (RFQ), Request for proposal (RFP); evaluate submissions to ensure compliance with specifications and assist in analysing offers according to selection criteria.
- Negotiate fee rates, check feasibility of draft TORs, conclude contract and monitor contract execution (services rendered; payment; maintenance clauses) and prepare justifications to Contract Review Committee of the procurement agency when needed.
- Organize and transmit documentation to requestors related to offers, evaluation criteria, and correspondence with bidders.
- Manage the purchase ordering process, examine, and analyse adequacy of information ensuring that appropriate level of authorisation is received prior to releasing the orders according to SOPs.
- Maintain database and organize vendor files, catalogues, technical literature, and price information for ready access; establish call-up system to follow up on procurement orders being held up.
- Analyse and evaluate information regarding vendor performance about quality, price, delivery, and equipment, and ensure that it conforms to FIND supplier qualification operating procedure.
- Track shipments all along the shipping process through forwarders, agents, tracking documents Master airway bill (MAWB), House airway bill (HAWB) and courier reports], and partner information.
- Work closely with finance to submit procurement-related invoices for payment processing along with supporting documents.
- Maintain good communication and coordination between all the stakeholders (i.e., CTD and procurement agency and vendors) and advise requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
- Work in a quality management-oriented system ensuring compliance with FIND SOPs, donor policy and national rules and regulations for procurement.
- Regularly review and update internal SOPs (submissions to FIND QM).
- Coordinate with FIND India logistics and Finance team for the supply and deliveries and payment to vendors
- Any other responsibilities as identified from time to time by the reporting manager.

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Education and skill requirements/Desired qualifications and experience:

Applicants must meet the following qualification requirements:

- Post-Graduation degree/diploma in any field (preference to be given to science background) with at least 3 years' experience and Graduate with at least 5 years' experience in procurement and contract management.
- Fluent in both written and verbal English, good communication and interpersonal skills, strong presentation skills and good organizational skills.
- Team player comfortable working in a multi-cultural and diverse environment
- Good skills in basic computer programmes (Word, Excel, Outlook, power point);

Nature of appointment:

The selected candidate shall be initially offered a fixed term employment contract until **March 2024**. The position will be prolonged subject to satisfactory performance, project extension and fund availability.

Compensation offered: FIND India offers a competitive salary and shall be commensurate with the skill and experience of the selected candidate

Deadline to send your application: 30 September 2021.

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org

Kindly provide the below required information as well:

1. Current CTC:
2. Expected CTC:
3. Notice period required with the current organization:

Due to high applicant volume, you may not receive a response from FIND India. Only short-listed candidates will be contacted. (But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching)