Procurement and Logistics Lead, Delhi

Organization:
FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, 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-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit www.finddx.org

Background
FIND India is supporting NTEP lab network through continued sustenance of service delivery and expansion of NTEP’s diagnostic capacity for Drug Resistant-TB through development of 20 new C-DST labs, operationalization of genome sequencing equipment and scaling up of the LIMS to all C-DST labs.

One of the strategic pillars in the NTEP’s national strategic plan (NSP) is “Detect”, which focuses on creating a comprehensive, high-quality TB diagnostic network to accurately and rapidly diagnose TB and link the patients with appropriate and timely treatment.

Objectives:
The aim of this position is to Lead Procurement and Supply Chain operations including purchasing, logistics, and inventory, selection and management of vendor relationships, and strategically monitoring opportunities and obstacles impacting FIND’s ability to fulfill stakeholder requirements. The position reports to Director -FIND India and will manage Procurement and Supply Chain teams.

Location: New Delhi

Job description
The selected person will lead the Procurement and Supply Chain. He/she will work closely with the senior management, other functions, and project teams at FIND and external stakeholders:

The specific activities will include but not be limited to:

Procurement & Logistics

- Set and maintain an effective procurement planning and monitoring system
- Plan and supervise for timely procurement of items, equipments, and services
- Plan and supervise for smooth and timely delivery and storage of procured items.
- Lead operationalization, implementation, monitoring and supervision of all procurement and supply chain activities and evaluate outputs and outcomes
- Revamp policies and procedures as per the market and needs of the organization.
- Track progress against the committed timelines
- Regularly review and update internal SOPs (submissions to FIND QM)
- Vendor Management including timely payment settlements.
- Provide the procurement plan and identification risk and providing solution to the senior management team.
Capacity building

- Capacity building for Procurement and Supply Chain teams

Compliances

- Ensure compliance with FIND SOPs, donor policy and national rules and regulations for procurement.
- Ensure that the audit requirements are met.
- Track progress against the committed timelines
- Represents at various internal and external forums/meetings.

Data Management and reporting

- Timely data reporting
- Ensure appropriate mechanism for management of procurement and supply chain data, including its archiving and accessibility.
- Supervise vendor database management

Procurement Software

- Supervise smooth functioning of Procurement management software

Team Management

- Supervise the Procurement and Supply Chain team.
- Provide necessary guidance to the team

Other

- Take regular customer satisfaction feedback from units/projects/vendors and other stakeholders and work on the same.
- Any other tasks assigned from time to time

Skills and experience required:

- Applicants must have minimum 10 years of experience, of which five years should be in Procurement and supply chain management;
- Understanding of Procurement and supply chain cycle for drugs and medical equipment shall be preferred;
- Experience in public health/pharma industry shall be preferred;
- Knowledge about the Non-Profit Sector
- In-depth knowledge of procurement and supply chain processes including demand forecasting, procurement, inventory management, etc;
- Ability to develop and institutionalize operational processes and controls;
- Ability to understand and define processes;
- People/ Team Management skills;
- Proven management skills with the ability to optimise team performance and development;
- Strong interpersonal, negotiation and influencing skills;
- Proven analytical, problem-solving and organisational skills;
• Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities, on the needs of the job.
• Good interpersonal skills, able to work as part of a team

**Nature of Appointment:**
The selected candidate shall be initially offered a Fixed Term Employment Agreement until 31 March 2024.

**Compensation offered:**
The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

**Deadline to send your application:**
Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org and by **31 August 2022**

*But don’t wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.*