

Careers @ Foundation for Innovation and Research in Science and Technology

Startup Incubation and Innovation Center, IIT Kanpur

Job Title	Manager - Procurement						
Job Level	Asstt. Manager/ Manager						
Job Code	FIRST-Mgr-Prc						
Reports to	PMU Lead/ Sr VP/ VP						
Location	Nava Raipur, CG						
Job Type	Full-Time, Contractual						
Tenure	1-3 year						
Responsibilities	<ul style="list-style-type: none"> • Facilitating and assisting the Federation and Zila Unions in the procurement of goods, works and services in accordance with approved procurement plan. • Assisting the Federation in preparing, updating and monitoring procurements in accordance with the approved procurement plan. • Assist the Federation in systematic maintenance of procurement related records and documentation for audit/ review • Procurement of raw material through primary cooperative societies /SHG's logistics for transportation primary processing & storage • Procurement plan preparation and implementation. • Assessment of profit/loss and benefit sharing. • Any other work assigned by the competent authority 						
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams						
Eligibility	<p>Graduate Degree in Engineering/ Agriculture forestry / Management disciplines from reputed National/ International University/Institute.</p> <p>Minimum 3 years' experience in public procurement with State or Central government or with State/Central Public Sector Undertaking.</p>						
Desirable	<ul style="list-style-type: none"> • MBA/PGDM from reputed National/ International University / Institute with focus in Procurement/SCM • Experience handling state/ central governments projects and social sector 						
Communication	<p>Email your current resume and your latest passport-size photograph with the job code in the subject line and the following details to hr @ siicfirst. com Please Note- Applications/Resumes sent to any other mail id SHALL NOT be considered for any scrutiny.</p> <table border="0"> <tr> <td>• Total experience</td> <td>• Total relevant experience</td> </tr> <tr> <td>• Current Organization</td> <td>• Current CTC</td> </tr> <tr> <td>• Notice period</td> <td>• Current Location</td> </tr> </table>	• Total experience	• Total relevant experience	• Current Organization	• Current CTC	• Notice period	• Current Location
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