



Deputy Manager Procurement

Department: Logistics & Procurement

Location: Head Office, Mumbai

Level: Deputy Manager (Manager B)

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Information Links

www.educategirls.ngo

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

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Join Us in Transforming Lives: Deputy Manager Procurement at Educate Girls

Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.

- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Bihar.
 - Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model.
- For more information log on to www.educategirls.ngo

In the next 10 years, Educate Girls aims to build one of the largest second-chance program - **Project Pragati** - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>

Your Role: Deputy Manager Procurement

The Deputy Manager Procurement will play a crucial role in managing and optimizing procurement activities within the organization. This position involves working closely with vendors and service providers, drafting and reviewing contracts, and ensuring compliance with legal and company standards. The Deputy Manager will also assist with daily procurement operations, supplier negotiations, and contract management, supporting the organization in achieving cost-effective and efficient procurement processes.

Key Responsibilities:

1. Contract Management:

- **Draft, review, and negotiate contracts** with vendors and service providers to ensure compliance with company policies, legal requirements, and procurement standards.
- **Monitor contract performance**, ensuring adherence to agreed terms and conditions.
- **Manage contract renewals, amendments, and terminations**, addressing any issues in a timely manner to avoid disruptions to business operations.
- **Maintain a centralized repository** of all procurement contracts, ensuring they are up-to-date, accessible, and compliant with internal audit standards.

2. Procurement Operations:

- **Assist with day-to-day procurement tasks**, such as raising purchase orders, tracking orders, and coordinating with internal teams and vendors to ensure timely deliveries.
- **Support market research efforts** to identify potential suppliers and evaluate their product offerings, quality standards, and cost-effectiveness.
- **Assist in negotiating pricing and contract terms with** suppliers, under the guidance of the Team Lead, to achieve favorable outcomes for the company.

3. Supplier Management:

- **Maintain and update the supplier database**, ensuring all records are current, accurate, and aligned with the company's procurement policies.
- **Monitor supplier performance** to ensure that they meet the required standards of quality, delivery times, and cost control.
- **Foster strong relationships** with suppliers and service providers, ensuring long-term partnerships that are beneficial to both parties.

4. Compliance & Documentation:

- **Ensure all procurement activities are thoroughly documented**, filed, and in compliance with internal control requirements and regulatory standards.
- **Collaborate with legal and finance teams** to ensure procurement activities are compliant with industry regulations and corporate governance.
- **Provide regular reports** on procurement activities, including savings achieved, contract compliance, and supplier performance metrics.

Apply if you have:

- Bachelor's degree in Business, Supply Chain Management, Procurement, or a related field. Master's degree or relevant certification is a plus.
- 3-5 years of experience in procurement, contract management, or supply chain functions, preferably in a corporate environment.
- Very strong written communication, MS OFFICE (specially MS Excel) skills.
- Familiarity with relevant legal frameworks and regulatory compliance requirements related to procurement.

Attributes to be successful in this role:

- **Passionate** about the purpose of the organisation & aligned with its core values
- **Strong Contract Management Expertise:** Ability to draft, review, negotiate, and manage contracts effectively.
- **Attention to Detail:** Ensures all procurement activities, documentation, and contracts are accurate and compliant with regulations.
- **Analytical Skills:** Capable of conducting thorough market research and evaluating supplier capabilities.
- **Negotiation Skills:** Experience negotiating terms and pricing with suppliers, aiming for the best outcomes for the company.
- **Problem-Solving:** Ability to anticipate issues, propose solutions, and implement effective procurement strategies.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to build and maintain relationships with internal stakeholders and suppliers.

If you're excited to apply your experience and skills to make a meaningful impact in championing education for girls, we encourage you to join us.

Apply Now!