



## Procurement Executive

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### About SEWA Bharat:

Self Employed Women's Association (SEWA) is a movement to empower women working in the informal economy. SEWA Bharat is part of the national SEWA movement. Established in 1984, it is a national federation of SEWA organizations of women working in the informal economy. SEWA Bharat emerged out of the need to address the SEWA movement's challenges with geographical expansion and coordination. SEWA Bharat is comprised of a family of SEWA organizations to further informal women workers' rights, livelihoods, financial independence, education, health, and social security.

### Job Description:

Work involves initiating purchase requests and keeping track of the stages through which, each order is routed until receipt and payment. Work is usually performed under general supervision and requires the use of independent judgment and initiative while continuing to work within defined organizational procurement policies and procedures.

### Work responsibilities are as follows:

- Check and classify the priority of the requisition and process as priority setting of the material needed. Conduct cost/quality comparisons prior to submitting requests to the purchase committee.
- Preparation of management information (Background note & comparative chart with purchase committee letter) and then take necessary approval from the purchase committee as per the policy.
- Provide purchased assets/materials to the requestor and do all actions for completing the process.
- Receives purchases and check requests. Coordinate with requestors and make sure the right materials are needed.
- decisions are accurately documented for accountability and audit purpose.
- Maintain appropriate records (including codification of the assets) to ensure that the procurement process runs smoothly,

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- Maintain contact with vendors regarding orders, new products, market conditions, and trends.
  - Perform other admin related duties as and when assigned by the supervisor,

#### SKILLS AND KNOWLEDGE

- Knowledge of Procurement methods and procedures.
- Ability to establish and maintain effective working relationships with the suppliers/ vendors.
- Advanced computer skills in MS Office and databases
- Ability to collaborate effectively and work as part of a team

#### QUALIFICATIONS AND EXPERIENCE

- Graduation in any stream is a must
- 5 – 7 years of experience in a similar field.
- Diploma in Public Procurement
- Excellent verbal and written abilities in Hindi and English
- Prepares quarterly reports related to purchasing. Conduct physical verification (annually) of all assets and submit the yearly assets record.

#### Location:

New Delhi

#### Application Process:

- Interested applicants with the required attributes are requested to send, in English, a detailed CV and a cover letter by email to [jobs@sewabharat.org](mailto:jobs@sewabharat.org) with subject: "Application for Procurement Executive"
- Last date of receiving application: EOD 15<sup>th</sup> September 2021
- Only shortlisted candidates will be contacted.
- Female Candidates are encouraged to apply