

Indian Financial Technology & Allied Services

Job Description

I		
Role Summary		
(a) Title:	AVP / DVP Procurement	
(b) Business/Function:	Procurement	
(c) Band / Designation:	AVP / DVP	
(d) Location:	Mumbai	
(e) Reports to:	VP / SVP	
(f) Summary:	1. Involves overseeing strategic sourcing, vendor management, compliance, cost management, process improvement, technology integration, team leadership, supplier diversity, sustainability, and performance measurement. 2. Involves managing high-performing agile teams, collaborating with cross-functional departments, and contributing to the procurement planning and strategy.	
II		
Additional Information		
(a) Responsibilities:	1. Manage Procurement function in line with Organisational Goals and vision 2. Developing, recommending and implementing sourcing strategies to optimise costs while ensuring quality & reliability of supplies & services 3. Overseeing relationships with the vendors, negotiating contracts & managing supplier performance to achieve cost savings & operational efficiencies 4. Ensure procurement of IT/Non IT goods, equipment's, services, etc. in compliance with the Procurement Policy 5. Examine and review existing contracts, policies, sops and recommend areas of improvements 6. Track and report key functional metrics to reduce expenses and improve efficiency and effectiveness 7. Collaborate with stakeholders to align procurement strategies with business objectives and priorities 8. Preparation, Evaluation & Execution of RFP/RFQ as per the company policies 9. Foresee and prevent alterations in the comparative negotiating ability of suppliers and clients 10. Forecast unfavourable events through analysis of data and prepare control strategies 11. Perform risk management for supplier contracts and agreements 12. Control spend and build a culture of long-term saving on procurement costs 13. Track Warranty, AMCs, Other related agreements and initiate timely renewal along with complete Asset Life cycle management 14. Lead and prepare Annual Procurement budgets and MIS reporting, ensure proper budget utilisation 15. Leveraging technology solutions to automate processes, gain insights and drive informed decision making	
III		
Requirements		
(a) Education:	Bachelors degree	
(b) Experience:	1. Should have 12 - 15 plus years of experience including minimum 10 years of experience in the field of procurement. 2. Proven track record of successfully delivering big projects, preferably from Banking & IT domain.	
(c) Certifications:	Certification in Procurement field will be added advantage	
(d) Knowledge:	1. Should have worked on RFP/RFQ, tendering etc 2. Management and disposal of e-waste 3. Understanding of the CVC guidelines on process of tendering & procurement will be added advantage. 4. Strong knowledge of procurement principles, processes and best practices	
(e) Skills required:	1. Strong negotiation skills to secure favourable terms & conditions in contracts, manage supplier relationships and resolve conflicts effectively 2. Excellent Leadership Skills. Building and Leading high-performing agile teams 3. Capability to develop & implement procurement strategies aligned with organisational goals, market trends and industry dynamics 4. Exceptional analytical and conceptual thinking. 5. Should have strong written, verbal and presentation skills.	