

## Job Description: Procurement Manager - Finance & Accounts (Consultant)

### Organizational Overview:

Mobile Creches (MC), established in 1969, is a pioneer NGO providing comprehensive childcare, nutrition, and health services to young children under 6 years in urban slums and migrant worker construction sites. Officially recognized as the National Creche agency, MC works through a multi-pronged approach: running daycare centers, training the Early Childhood Development (ECD) workforce, and scaling up operations in partnership with state governments and civil society.

### Position Summary:

- Position Title: Procurement Manager – Finance & Accounts (Consultant)
- Department: Finance & Accounts
- Location: New Delhi (Head Office)
- Reporting To: Thematic Lead Finance & Accounts
- Work mode: Work from office
- Nature of engagement: **Contractual (1 year)**
- Monthly remuneration: up to **Rs. 75,000**

### Job Description:

#### **Strategic Supply Chain & Material Management**

- National & Center Supply: Formulate and manage supply-related operations for the National Office and all assigned childcare centers, planning logistics to ensure 100% material availability.
- Uninterrupted Operations: Establish robust contingency mechanisms to guarantee uninterrupted supply support for regular center operations and emergency requirements.
- Disposal & Asset Management: Coordinate and monitor the disposal of obsolete, damaged, expired, surplus, and non-functional assets/materials across centers and state offices, securing proper approvals and updating inventory registers according to organizational policy.

#### **Procurement Operations & Purchase Monitoring**


- Process Compliance: Monitor organizational procurement activities, verifying that the mandatory three-quote comparison and threshold-based approval mechanisms are strictly adhered to before issuing Purchase Orders.
- Documentation Review: Critically review quotations, comparative statements, invoices, and procurement files to guarantee accuracy, commercial transparency, and process compliance.
- Risk Mitigation: Proactively identify supply chain risks, such as vendor delays or stock shortages, and manage swift, emergency procurement arrangements when necessary.

#### **Budget Planning, Supply Forecasting & MIS**

- Cross-Functional Planning: Collaborate closely with the Program Team to project future supply demands driven by center requirements, consumption trends, and specialized donor project timelines.

 [mail@mobilecreches.org](mailto:mail@mobilecreches.org)

 [www.mobilecreches.org](http://www.mobilecreches.org)

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- **Financial Oversight:** Coordinate requirement consolidation across regions to support accurate annual budget planning for all supply and logistical activities.
- **MIS Management:** Generate and analyze periodic Management Information System (MIS) reports concerning procurement cycles, stock utilization, and outstanding deliveries to rectify operational gaps.

#### **Vendor Management & Strategic Negotiation**

- **Vendor Empanelment:** Drive vendor identification, physical/financial verification, onboarding, and annual performance evaluation processes across states.
- **Commercial Negotiation:** Lead commercial and rate negotiations with vendors to optimize cost-efficiency, secure favorable payment terms, and mitigate delivery risks.
- **Vendor Relations:** Manage ongoing vendor communication to resolve delivery disputes, quality challenges, and track compliance with contract terms.

#### **Decentralized State Support & Capacity Building**

- **State Handholding:** Provide continuous operational and handholding support to state-level supply teams to achieve standardized procurement execution and SOP compliance.
- **Capacity Building:** Design and conduct structured training sessions, refresher orientations, and on-the-job support for state and center supply teams.
- **Technical Guidance:** Strengthen team capacity regarding ERP inventory operations, procurement documentation guidelines, and physical asset verification.

#### **Product Quality Standardization & Monitoring**

- **Quality Benchmarks:** Set and review material specifications across centers and states to confirm that all received goods match approved quality benchmarks.
- **Corrective Actions:** Issue immediate recommendations and execute corrective interventions with vendors when material quality or specifications fall short of organizational guidelines.

#### **Inventory Control & ERP System Management**

- **Data Accuracy:** Enforce timely and flawless ERP system entries for procurement tracking, stock allocations, utilization records, and warehouse transitions.
- **Periodic Verification:** Oversee and reconcile quarterly and bi-annual physical stock verification exercises across centers and state storage units.
- **Discrepancy Resolution:** Evaluate stock reconciliation statements, identify inventory gaps, and execute immediate systemic corrections to align physical stocks with ERP records.

#### **Internal Audits & Compliance Readiness**

- **Audit Trail Maintenance:** Systematically archive all procurement documents, vendor records, delivery challans, invoices, and gate passes to keep files audit-ready at all times.
- **Audit Facilitation:** Serve as the primary procurement point-of-contact and provide required verification data during internal, external, and donor-specific financial audits.

#### **Experience and Qualifications:**

- Master's degree in supply chain management, Finance, Operations, Rural Management, Social Work, or a related discipline from a recognized institution.
- Minimum 5–10 years of experience in procurement and supply chain management, preferably within an NGO, development sector, or social impact organization.
- Experience in managing end-to-end procurement processes, inventory management, and vendor relationships. Proven experience in coordinating with multiple stakeholders, including Finance, Administration, and Program

#### **Required Skills:**

- Proficiency in ERP-based Inventory and Procurement Management Systems.
- Advanced knowledge of MS Office applications, particularly Excel (formulas, data analysis, and reporting).
- Strong negotiation, costing, and vendor management skills.
- Excellent analytical and problem-solving abilities with a focus on inventory control and budget monitoring.
- Strong reporting, documentation, and communication skills in English.
- Ability to manage multiple priorities and work effectively across departments.
- High attention to detail and commitment to process compliance and operational efficiency.

#### **Application Process:**

Candidates to submit their CV, and details of last drawn CTC to [hradmin@mobilecreches.org](mailto:hradmin@mobilecreches.org) within 15 calendar days of the advertisement.


Email Subject line: Application for Procurement Manager - Finance & Accounts (Consultant)

#### **Note:**

Mobile Creches is an equal opportunity employer and encourages applications from candidates of diverse backgrounds. MC adheres to a strict safeguarding policy that all staff, vendors, and consultants must comply with.

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