

## **TERMS OF REFERENCE FOR THE POST OF PROJECT DIRECTOR – PROCUREMENT**

The National Academy of RUDSETI, Bengaluru (NAR) has been recognized as National Resource Organization (NRO) for RSETIs. As NRO, NAR has to undertake various activities which may require procurement of goods, civil works, non-consulting services and services. NAR has also been engaged by the Ministry of Rural Development, Govt. of India (MoRD) as nodal agency for implementation of RSETI programmes across the country. While NAR activities as NRO are under International Bank for Development and Reconstruction (IBDR) assisted NRETP, the other activities are under MoRD funding. To lead the entire activities of procurement at NAR, NAR invites applications for the post of “Project Director – Procurement”.

**1. SCOPE OF WORK:** The “Project Director – Procurement” will be the in-charge of procurement at NAR ensuring that all the activities of procurement are taken as per the requirements. Project Director – Procurement shall be responsible for and perform the following tasks:

- I. Devise a procurement plan and strategy as per the available budget and requirements assessed with user departments
- II. Undertake and be accountable for all procurement activities to be carried out by the NAR
- III. Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle
- IV. Prepare and Finalize proper documentation of all procurement processes and activities
- V. Ensure efficient delivery of procurement function in relation to the implementation of procurement activities for NAR
- VI. Ensure proper listing of all procurement activities and contracts for pre/post review purposes
- VII. Liaise with World Bank, MoRD on processing pre/post review cases and get clearance on packages as per business standards
- VIII. Provide oversight and safeguard the procurement principles as outlined in the NRETP procurement manual/GFR
- IX. Provide operational advice to NAR on concepts, policies and procedures for National, local and community procurement
- X. Resolve procurement issues and handle questions/ complaints from applicants and contractors on bidding and award issues
- XI. Any other task assigned by the Director General, NAR in relation to this assignment

### **2. MINIMUM ELIGIBILITY CRITERIA**

- I. Bachelor’s Degree from a recognised University or equivalent
- II. 15 years post qualification professional experience
- III. 5 years experience in procurement related works

### **3. DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- I. Person having World Bank/Public Sector Bank/State Government procurement experience will be preferred
- II. Fluency in English and MS Office is compulsory

### **4. MAXIMUM AGE LIMIT:**

Age of candidate should not be more than 62 years as on last day of application.

### **5. REMUNERATION:**

Consolidated remuneration for this position will be Rs 88,000/- (Rupees Eighty Eight thousand only) per month.

### **6. TERM & LOCATION:**

The term of contract shall be valid for one year and shall be based at Bengaluru.

### **7. REPORTING:**

The incumbent shall report to DG, NAR or to any other person assigned by the President, NAR.

### **8. GENERAL CONDITIONS:**

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- The job may involve extensive travel to rural areas.
- In case of large number of applications, the Academy may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The Academy reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

**[CLICK HERE TO APPLY](#)**

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