

TATA TRUSTS

Role Details		
1.	Role	General Manager, Supply Chain Management (SCM)
2.	Grade	3
3.	Function	Finance, IA, SCM, Admin
4.	Location	Mumbai
5.	Nature of Employment	On-rolls/ FTE-3 years
6.	Reporting to	Head of Supply Chain Management

Role Overview:
The incumbent acts as the deputy to the Head of SCM. S/he will manage the function under the strategic guidance and leadership of the Head of SCM.

Key Responsibilities:	
1.	Deliver the procurement requirement to meet the objectives of prudent utilization of resources, adherence to quality and timely fulfilment of user needs.
2.	Manage the procurement process end-to-end: from tendering, negotiations, ordering up to delivery, installation and record keeping.
3.	Analyse the purchase requests and aligning them for optimisation in coordination with the user departments.
4.	Carefully curate the tender documents ensuring comprehensiveness as well as clarity.
5.	Lead negotiations to deliver the optimum outcomes: resource optimization along with quality that is commensurate to institution's needs. The procurement areas would include but not limited to, medical equipment, infrastructure, IT equipment, numerous services, medical consumables, general consumables.
6.	Ensure that contracts/order documents such as purchase orders, agreements, contracts, rate contracts, etc. are precise, comprehensive and legally tenable.
7.	Coordinate with vendors/contractors to ensure timely completion of ordering and deliveries thereafter.
8.	Liaise with user departments/grantees to ensure that the delivered items are properly recorded, evaluated and put to intended use.
9.	Source and develop a comprehensive pool of vendors.
10.	Ensure that the documentation is comprehensive and well-structured, to support the procurement process and to satisfy the needs of audit and statutory compliance.
11.	Ensure process and statutory compliance. Coordinate with Internal and External auditors.
12.	Manage, supervise, and mentor the procurement team.
13.	Lead the effective use of technology/automation for the procurement function.
14.	Assist the Head of SCM in developing sourcing strategies.
15.	Any other work assigned by the Head of SCM.

Stakeholders	
Relationship (within organisation)	All stakeholders within the organisation.
Relationship (outside organisation)	Suppliers, auditors & grantee institutions.

Skills & Competencies:
<ul style="list-style-type: none"> Understanding the procurement process with an outlook on innovative ways to improve. Adept in negotiations and networking. Good understanding of legal and statutory compliance needs related to the procurement function. Ability to manage and mentor a team. Solution-centric approach with stakeholder management capabilities. Keen interest in adopting Technology and AI to augment the procurement function.

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• Commitment to adhere to highest standards of integrity and transparency.
• Strong communications skills (verbal & written).
• Strong analytical abilities.
Essential Qualification & Experience:
• Master's in business administration/ PG in supply chain management from a reputed institution.
• 15-20 years of experience in procurement function of which, at least 5 years should be in the hospital/ healthcare domain.
• Minimum 2 years of experience in infrastructure related procurement is essential.
• Degree in Biomedical or 3 years of experience in biomedical function will be an advantage.