

Job/Role Title	Procurement Manager (Delhi)
Division	Internal Facing
Grade	F
Location	Delhi Hub
Responsible to	Head of Finance - Hub
Date	January 2023

Role Purpose:

To ensure effective and efficient management of global procurement processes and policies.

The position is responsible for designing and implementing effective procurement systems including strong internal controls across the Secretariat alongside the Head of Finance - Hub. It is a key role in overseeing all procurement controls across all regions.

Context of role:

In order to respond to IPPF’s new and bold strategy 2023-28, it is now undergoing a global realignment process. One of the pillars under this realignment process includes building greater efficiency within the internal functions including Finance, People management and Information technology.

Under finance the overall direction of travel is to ensure moving towards a unified way of working, building core policies and practices that record and provide financial information accurately and on timely basis. Three broad areas of work under this process include:

- Moving most of the finance function to Delhi in three hubs of transaction management, donor reporting and planning and analysis;
- Vertical integration of the corporate services in an attempt to move us closer to our long-term vision and work collaboratively as a unified Secretariat and
- Upgrading processes and systems to ensure harmony and synchronization within the secretariat.

The role is part of the vertically integrated Finance, Admin & IT function and will support the development, evolution and implementation of global systems, processes, reporting requirements and reporting standard, this role will work very closely with and provide support to the Head of Finance (Hub) to ensure we are managing our procurement processes and policies effectively. Adhere to the safeguarding reporting and monitoring requirements of this role.

Management responsibility.

- Procurement Assistant

Role Deliverables

Financial:

- Build, devise and oversee mechanisms to pull together robust procurement plans and budgets as part of the overall plan, budget and forecasts process, ensuring adequate savings strategies & compliances are tracked and ensured.
- Build, devise and oversee mechanisms to set up and maintain a preferred supplier list and work with budget holders to support with all pricing issues.
- Lead and support the tender process, including price negotiations, key performance indicators and contract terms through to selection and onboarding of selected vendors in order to ensure compliance with procurement guidelines and achieve value for money.

- Build and maintain updated list of preferred supplier database and contract costs within NetSuite in accordance with the procurement policies and procedures.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Compliance:

- Build, devise and oversee mechanisms to ensure compliance with legal, IPPF policy and Global Procurement Manual regulations and procedures, which include besides others, compliance with policies on code of conduct, financial crime, conflict of interest, delegation of authorities, combating bribery, and fraud.
- Modify standard operating procedures (SOPs) and updated Procurement Manual including finalizing and maintenance of threshold levels for types of procurement and cascade to all Secretariat offices (including provision of training) for use.
- Instigate requirements for internal audit plans and lead implementation of internal audit action plans in relation to procurement management.
- Support and implement all external audit recommendations and follow up with post audit checks to embed changes as per recommendations.
- Review with support from the Director Risk and Assurance, all supplier requests for changes on contractual terms and conditions to ensure they are aligned, ensure value for money, fit for purpose, and not detrimental to IPPF interests.
- Responsible for oversight on the vendor management system being set up within IPPF. This will include training on use of the system.
- Build and maintain a process of ensuring alignment and maintenance of robust controls and authorisations in accordance with the procurement policy/ manual/ guidelines.

Key Skills/Expertise:

- Previous experience as a Procurement Manager ensuring compliance with legal and internal policy compliances.
- Strong negotiation skills.
- Experience with budgeting and rolling forecasts.
- Experience in ensuring value for money decision making processes.
- Experience of working with global systems & processes
- Experience in the Charity Sector
- Evidence of setting and managing robust standards of performance and compliance to tight deadlines.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Understanding of NetSuite and used to working with various currencies.
- Demonstrates good judgment and decision-making.
- Excellent analytical skills with a keen eye for detail
- Excellent excel skills.
- Writing and reporting skills in English.
- High level of organisation skills, planning, time management.
- Ability to adapt to changing needs and a champion of change.
- Collaborative and open style of working.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.

- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.