

<b>Job/Role Title</b>	<b>Procurement Manager (Delhi)</b>
<b>Division</b>	<b>Internal Facing</b>
<b>Grade</b>	<b>F</b>
<b>Location</b>	<b>Delhi Hub</b>
<b>Reports to</b>	<b>Head of Finance - Hub</b>
<b>Date</b>	<b>October 2024</b>

### **Role Purpose:**

To implement and ensure effective and efficient use of the global procurement processes and policies. Responsible for implementing and ensuring ongoing compliance with procurement policies, processes and systems across the Secretariat.

It is a key role in overseeing all procurement activity across all regions is carried out in an auditable manner. The role operates alongside the Head of Finance - Hub.

### **Context of the role:**

To respond to IPPF's new and bold strategy 2023-28, one of the pillars 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 a timely basis. As part of this, we have moved most of the finance function to Delhi in three hubs of transaction management, donor reporting and planning and analysis. We have also vertically integrated the finance function and are upgrading processes and systems to ensure harmony and synchronization within the secretariat.

This role is part of the vertically integrated Finance, Admin & IT function and will support the development, evolution and implementation of global procurement systems, processes, and reporting requirements, this role will work very closely with and provide support to the Head of Finance Hub and the procurement champions in each of our regional offices to ensure procurement processes and policies are effectively managed.

### **Role Deliverables**

#### **Financial:**

- Build, devise and oversee mechanisms to pull together robust procurement plans as part of the overall annual 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 all pricing issues.
- Support the tender process, ensuring compliance with the Procurement policy and manual, and that the outcome achieves value for money including
  - key multi-office tender processes, including identifying the commissioning manager, devising sourcing strategy, supporting tenders, project management and supplier performance management across the Secretariat.
  - support key stakeholders, wherever required in carrying out the tender Process for single office /owner contracts.

#### **Stakeholder Support**

- Act as a single point of contact for all Procurement

- Support commissioning managers in ensuring procurement policy and processes are followed.
- Ensure everyone knows how to do Procurement by carrying out Procurement inductions for new starters and training sessions (as required) for existing employees.
- Collaborate with relevant departments (such as Legal, Safeguarding, Data Processing etc.) to ensure all Procurement documentation remains up to date, legal and aligned with other IPPF documents.
- Ensure all updates, changes and other relevant Procurement information is quickly and effectively communicated throughout the secretariat.
- Support stakeholders to review 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.
- Support procurement champions in the regions.

### **Process & Policy Management**

- Own the Procurement Policy and Manual and ensure they and all related documents (such as templates, standard contracts etc.) stay up to date and fit for purpose.
- Build and maintain the structures required to carry out the Procurement processes including:
  - Consultancy Pools
  - Preferred supplier Lists
  - Contract register(s)
- Collaborate closely with system owners (e.g. NetSuite) to ensure compatibility with Procurement processes. Identify and work with system owners to implement changes that will further streamline and improve processes and process compliance.
- Own the Vendor Management System (VMS) (Kofax) system, and ensure full roll out to all regions, including training for new starters and refreshing training for existing staff/ long term support.

### **Compliance:**

- Build, devise and oversee mechanisms to ensure compliance with IPPF policies and procure, legal, 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.
- 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.  
Set up and manage an ongoing improvement framework for the key Procurement performance metrics across the Secretariat.
- Build and maintain a process of ensuring alignment and maintenance of robust controls and authorizations in accordance with the procurement policy/ manual/ guidelines.

### **Management responsibility.**

- None

### **Expertise:**

- Previous experience as a procurement lead ensuring compliance with legal and internal policies.
- 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

**Skills:**

- Understanding and used to working with various currencies.
- Strong negotiation skills.
- 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 organization skills, planning, time management.
- Ability to adapt to changing needs and a champion of change.
- Collaborative and open style of working.

**Your Ethose:**

- 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 workers' 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.