

**Job Description**

Job Title	Executive Procurement		
Directorate or Region	India	Department/Country	India
Location of post	Gurgaon	Pay Band	J
Reports to	Head Procurement	Duration of job	Indefinite

***Purpose of job:***

To provide administrative support to the central Procurement team and key stakeholders.

***Context and environment:***

The region is of high priority for the UK covering both high-growth economies (notably India, with a population of 1.2bn) and other countries important to the UK from a security perspective, principally Pakistan and Afghanistan. The region comprises India, Pakistan, Bangladesh, Afghanistan, Sri Lanka, Iran (non-represented) and Nepal.

The operations in India are delivered through physical presence in nine locations. Four of these locations are in the metro cities of NCR(Gurgaon), Mumbai, Kolkata and Chennai. The India operations are organised in three Strategic Business Units (SBU)

- Education and Society;
- Arts
- English and Exams.

In addition to the three SBU's we run large exams and teaching centres. India comprises:

- over 30 states and Union territories, each with its own state level education policies, ministers and government structure
- over 5 million teachers of whom 2.2 million are estimated to be English teachers over 250m students in government schools alone

Procurement advisory and support function for pan India is centralised at Gurgaon.

***Accountabilities, responsibilities and main duties:***

Overall **Accountability** is towards effective support to central Procurement team who in turn is able to facilitate and maintain high standards of procurement in the British Council.

***Responsibilities and duties:***
Supporting central Procurement Team:

- Assisting Manager Procurement and Head Procurement in day to day procurement guidance and support to the entire office;
- Regular update of the contract master data
- Supporting tasks related to the Vendor Management Portal such as requesting, editing, deactivating or activating vendors;
- Provide first instance advice and support to staff on all general queries on the Vendor

Management Portal, general procurement, etc;

- Performing first level verification of vendor creation form, amendment form
- Keep track of created and de-activated vendors, interact with the British Council's shared service centre (British Council Management Services) referred as the HUB
- Assisting in collecting vendor related data and information as per corporate requirements and updating the records on a quarterly basis;
- Maintaining and updating the Procurement Intranet page with latest Procurement policy, guidance, templates, etc.
- Uploading and maintaining soft copies of all documentation related to Procurement;
- File and maintain records for procurement.

#### Supporting and working with other office locations and the HUB

- Co-ordination and support the staff at area offices at Mumbai, Kolkata, Chennai and NCR (Gurgaon) on procurement issues;
- Work towards clean up and de-listing exercise by co-ordinating with the HUB and area offices for deactivation/ de-listing of vendors: This exercise includes routine check of non-active vendor , unused vendor during the last six months,

The role holder is expected to work in compliance with corporate guidelines and values especially the code of conduct, facilities and financial guidelines and strategic procurement policy.

#### **Key relationships:** (include internal and external)

Internal: Assistant Director Operations, Procurement Support Team, staff.

External: HUB, Vendors, general public (responding to queries, etc.)

#### **Ethical behaviour**

- Honesty/Integrity: Maintaining an unimpeachable standard of integrity in all their business relationships both inside and outside the British Council
- Professionalism: Fostering the highest standards of professional competence amongst the key stakeholders (both internal and external)
- Conflict of Interest: Declare any possible interest and be vigilant and aware of the same for others taking part in procurement and providing suitable guidance and support in managing the same.

#### **Other important features or requirements of the job**

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

*Occasional unsocial working hours and good communication skills.*

Please specify any passport/visa and/or nationality requirement.

Post holder will need valid work permit to work in India.

Please indicate if any security or legal checks are required for this role.

Reference Checks as per BCEESIPL HR policy

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Being accountable – (level 1):</b> <i>Delivering my best work in order to meet my commitments</i></p> <p><b>Making it happen – (level 1):</b> <i>Delivering clear results for the British Council</i></p> <p><b>Working together – (level 1):</b> Establishing a genuinely common goal with others</p> <p><b>Creating shared purpose – (level 1):</b> <i>Communicating an engaging picture of how we can work together</i></p>		Interview only
	<p><b>Connecting with others – (level 1):</b> <i>Making regular opportunities to understand others better</i></p> <p><b>Shaping the future – (level 1):</b> <i>Looking for ways in which we can do things better</i></p>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
<b>Skills and Knowledge</b>	<p><b>Communicating and influencing</b></p> <p><b>Level 2</b></p> <p><b>Relates communications to circumstances</b></p> <p>Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p> <p><b>Marketing and Customer Service Level 1</b></p> <p><i>Understanding customer needs</i></p> <p><i>Obtaining feedback</i></p> <p><b>Time Management</b></p> <p>Demonstrates ability to manage time efficiently to meet the deadlines.</p>	Project management qualification	Short listing and/or Interview

	<p><b>Using technology</b></p> <p><b>Level 2</b></p> <p><b>Operates as an advanced user</b></p> <p>Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p> <p><b>Follows good practices</b></p> <p>Demonstrates understanding of risk management policies and procedures and record of following them.</p>		
<b>Experience</b>	2 years of relevant administrative work including experience of working on ERP systems (SAP, Oracle, etc.)	Experience of working for Procurement team/ department.	Short listing & interview
<b>Qualifications</b>	Graduate in any discipline	Procurement Certification/ Degree	Short listing

<b>Submitted by</b>	Rajiv Gupta	<b>Date</b>	10 <sup>th</sup> Aug 2017
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