



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager-Contracts

Job description:

The Assistant Manager will be responsible for carrying out day to day office routine work, prepare/vet tender documents, performing other functions related to Tendering & Contracting in compliance with GFR under the supervision of Assistant General Manager-Contracts.

- Prepare/vet the tender/contract/work order documents with proper contractual provisions based on strategy discussions, senior management input, and Institutional needs and expectations to safeguard Institute interest with fully compliance with GFR.
- To coordinate with user department for E-tending process on government e-procurement portal (CPMP) and/or GeM (Government E Marketplace) for procurement of Services as well as of Works in compliance with GFR.
- Updating/Maintaining of Register for E-tending items, Work Order/Contract agreement details and other day to day activities.
- Record keeping of all Tender Documents, Work Order/Contract agreement.
- Arrange, Coordinate, attend events like pre-bid meeting, technical presentation as necessary.
- Create PR/PO, Reports in SAP (MM module)
- Provide general office assistance

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) preferably B.E. with first class OR a post graduate (full time) from any recognized university and should have minimum 7-8 years of relevant experience in preparation of tender (contracts for services and works).
- A post graduate management degree would be preferred.
- The candidate should be acquainted with E tending process on GeM/CPMP, Procurement of Services/Works in Government Organization. He must have knowledge on General Financial Rule (GFR) 2017 and its amendments.
- The candidate should have in depth understanding of contractual clause, should have hands on experience of working on contracts documents.
- The candidate should be able to analyse the documents submitted by vendor for prequalification like Balance sheet/ Profit & Loss account, Company registration documents, etc.
- The candidate should have knowledge of handling procurement of wide variety of services as well as works.
- The candidate should have excellent communication skills (both written & verbal), analytical and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the department's requirements.

- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and SAP (MM module) is essential.
- The candidate should have information gathering skills, understanding of basic office administrative processes is necessary.

Location: IIM Ahmedabad Campus, Vastrapur, Ahmedabad

Age: Max. 45 yrs

The position will be on a **Third Party Payroll**.

Interested candidates are required to share their updated resumes on [**career@iima.ac.in**](mailto:career@iima.ac.in) with the subject line “**Application for Assistant Manager-Contracts**” latest by **August 05, 2024**.