

BIHAR VIKAS MISSION

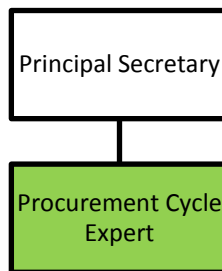
Job Description



1. General Information

Position Title:	Procurement Cycle Expert
Reports to:	Principal Secretary – Co-operative Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Provide strategic inputs to the Department in matters related to procurement of post-harvest product, essential food grains and other agriculture products in the State and enhancing the related value chain to benefit the small and medium farmers and cooperative units in the State
- Facilitate training of the relevant functionaries in the Department and build the capacity to procure and maintain post-harvest product inventory, essential food grains and other agriculture products at Minimum Support Price from the farmers
- Assist the Department to meet the overall objective of various programs of the Cooperatives Department to ensure that good grains and other agricultural products are obtained for PACS in an effective and efficient manner
- Ensure implementation of guidelines of Ministry of Agriculture and the Ministry of Consumer Affairs, Food and Public Distribution with respect to procurement, management, storage, distribution, quality control and administration of subsidies (especially MSP) on food grains
- Assist the Department to identify the paddy procurement centres such as growers' societies / self-help groups / panchayat and local bodies / transport agencies / others
- Support the Department in ensuring availability of necessary infrastructure such as office, warehouse, auction platform, drying platform, paddy cleaners, moisture meters with accessories, weighing scales along with weights, tarpaulins, winnowing machines, polythene covers, sample divider, sieve set, sealing wax & brass seal of agency, enamel plate, parkhi etc.

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

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Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential:

- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Agriculture / Agri Business / Supply Chain Management or Bachelor's degree (full time) in Engineering
- Minimum 10 years of post-qualification experience in supply chain management and / or logistics

Preferred:

- Less than 70 years of age as on 1st January 2018
- Experience in managing procurement / storage / distribution / quality control of post-harvest products or allied agricultural products in state or central government departments / ministries / organizations or large private agricultural organisations (Rallies India Limited, Monsanto India, ITC Agri-business, Nuziveedu Seeds Limited, Godrej Agrovet Limited etc.)
- Experience of working in procurement role in DGS&D / FCI / SFC office(s) or state government procurement office(s)
- Experience of working with state / central government / bilateral / multilateral organizations such as FCI, FAO, Bihar State Food & Civil Supplies Corporation Limited (BSFCSCCL), Mother Dairy Food Processing Ltd, Heritage Foods India Ltd etc.
- Certificates / Courses in relevant areas will add weight to the candidature
- Honors / Awards / recognized publications in relevant area will be an added advantage

5. Knowledge and Other Skills

- Strong interpersonal and networking skills
- Professional exposure to both front end and back end operations and the entire supply chain of Agri-business
- Experience with or networks with National Agricultural Co-operative Marketing Federation of India Ltd (NAFED) Delhi, National Co-operative Consumer's Federation of India Ltd. (NCCF) Delhi and other related organisations
- Excellent knowledge of the Agriculture logistics management in India
- Thorough knowledge about paddy procurement rules and guidelines set by FCI and DFPD
- Fluency in written and spoken English and Hindi