

BIHAR VIKAS MISSION

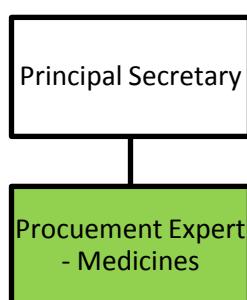
Job Description



1. General Information:

Position Title:	Procurement Expert - Medicines
Reports to:	Principal Secretary– Health Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Provide technical inputs to support the Health Department in carrying out the process of large scale procurement of drugs and medicines for the state run health services
- Lead the procurement process for medicines and drugs under the Department to ensure that procured medicines meet the prescribed safety and health standards at a cost-effective price
- Guide the Department in increasing the efficiency of the procurement process by establishing standard operating procedures to reduce cycle time and cost of procurement
- Ensure adequate savings in the Drug budget by scientific forecasting system based on the preparation of Essential Drug List and its actual consumption
- Execute and ensure that the procurement procedures are developed keeping in view the WHO norms, Standard Treatment guidelines, State Guidelines for procurement of healthcare goods and services and through extensive consultations with specialists and super-specialists in the State
- Support the Department to adopt a streamlined procedure for procurement, storage and distribution through IT enabled services like e-tendering & e-procurement
- Conduct and lead 'pre-bid conferences' and also debriefing of the bidders post the award of contracts
- Provide expert advice to the Department in drafting and management of contracts and agreements with external parties, ensuring compliance with established guidelines and procedures
- Assist Department with preparing RFPs for vendor selection and tender documents ensuring that the department requirements are accurately captured and the documents adhere to the established guidelines and procedures
- Review performance of all contracts on a periodic basis, address and analyze major issues and identify corrective actions with relevant Department
- Provide guidance to Department in carrying out negotiations with external parties (contractors, vendors etc.) concerning price, quality and delivery conditions for goods and / or services and personally lead / participate in major negotiations, ensuring favourable terms and conditions for the

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Job Description



State departments

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

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 and when required

4. Qualifications and Experience

Essential

- Bachelor's degree or higher (full time) in Pharmacy / Medical Science
- Minimum 10 years of post-qualification experience in medicine and / or healthcare sector

Preferred

- Less than 70 years of age as on 1st January 2018
- Experience in medical logistics / pharmaceutical procurement / supply chain management / optimization and contract management for healthcare medicines and drugs for Government / private hospitals or central / state ministry or department
- Experience of working in procurement role in DGS&D / FCI / SFC office(s) or state government procurement office(s)
- Experience of working with Central / State government agencies, multilateral development and bilateral agencies (e.g. World bank, DFID, UNDP, ADB, WHO, NRHM etc.) in procurement and contract management for medicines and drugs
- 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 written and oral communication skills
- Excellent knowledge of procedures and processes related to procurement of goods and services and contract management
- Extensive knowledge of pharmaceuticals related quality systems established by Indian regulatory bodies like Central Drugs Standard Control Organization
- Experience in vendor management, contract negotiations, costing and procurement planning
- Strong vendor management skills
- Fluency in written and spoken English and Hindi