**Terms of Reference
Project Associate (Administration) Procurement Related to Immunization / (One Position)**
National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking resumes from qualified candidates for the above mentioned post purely on contractual basis.

**Roles and Responsibilities:**
• Preparation of Annual Procurement Plan for syringes, vaccines and cold chain equipments for Immunization Programme.

• Prepare a supplier database incorporating details of contract particulars, product, licensing, performance and prior product quality problems, preferably in Electronic data base format.

• Preparation of data base for suppliers of syringes / vaccines / cold chain equipment’s based on credentials, manufacturing capability, quality assurance system, past performance, GMP, after sale service and financial background etc and vendor rating.

• Preparation of bidding documents including all special conditions and general terms & conditions including E-Tender documents.

• Drafting of award of contract document and other related documents.

• Responsible for bid evaluation, award of contract and post contract management.

• Preparation of a data-base of accredited testing laboratories for testing of drugs including Electronic data base format.

• To give inputs for efficient functioning of Inventory Control Software / PROMIS.

• Assist in training needs assessment for procurement, distribution and storage of vaccines and in the preparation of training materials

• To arrange for Audit of procurement and related issues.

**Eligibility:**
• Graduate in any discipline. Desirable: Diploma in Computer Software

 • Minimum 5-8 years of experience in procurement at National level.

• Detailed knowledge in bidding documents including w.r.t. Government policies and guidelines.

• Knowledge & proficiency in computer applications particularly MS office.

• Knowledge of working style of Government of India would be an added advantage.

• Knowledge of written and spoken English and working knowledge of Hindi is required.

• Preference will be given to candidates who have worked in NHM / RCH at National or State level.

• Formal educational qualification, experience and age could be relaxed when there is a published work of high quality or whenever there is work experience of specific relevance

**Age:** Upper limit 45 years as on 1/4/2016
**Remuneration Range:** Between Rs. 55,000/- to Rs. 70,000/- per month
**Location:** Delhi

Resume must reach **by 4 p.m. on 4-Jun-2016 by email to pa.admin@nhsrcindia.org** or by post / by hand to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067.

**Note:**

* It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which it will not be accepted.
* Please ensure to mention exact position applied for on the envelope (in post) and subject-line (in e-mail), without which resumes will not be accepted.
* If a candidate wishes to apply for more than one position then the individual is required to submit separate resumes for each position on the particular email id as mentioned in the ToR.