

# Job Description for **Procurement Expert**

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**Job Title** – Procurement Expert – UCADA

**Location** – Dehradun, Uttarakhand

**Department** – Uttarakhand Civil Aviation Development Authority (UCADA)

**Position Type** – Contractual (1 year, extendable)

**Consolidated Remuneration** – INR 1Lakh/month inclusive of all perks

## **A. Role Overview**

The Uttarakhand Civil Aviation Development Authority (UCADA) is seeking a highly skilled and experienced Procurement Expert to oversee and manage the procurement activities related to civil aviation projects. The ideal candidate will be responsible for ensuring the efficient and cost-effective acquisition of goods, services, consultancies and works required for the Department's operations, while adhering to the applicable regulations and guidelines. This role requires an innate understanding of the state of Uttarakhand, aviation industry, contract negotiation and adherence to all procurement policies & procedures.

## **B. Key Responsibilities and Duties**

1. Prepare tender document for procurements of goods/services/consultancies.
2. Well with the procurement through GeM.
3. To organize pre-bid conference, evaluate technical and financial bid.
4. To complete the post procurement process and handle the contract management.
5. Participates in the implementation of the Procurement and contract management in UCADA.
6. Participates in the provision of procurement services in accordance with the relevant legislation, policies, procedures, rules and regulations.
7. Prepare the RFP with the compliance of Uttarakhand procurement rules and Issues tender documents and maintains and updates the register of pre-qualified contractors/vendors.
8. Implements measures to identify and prevent fraudulent practices.
9. Updates and maintains the public procurement database of UCADA.
10. Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.
11. Conduct research and analyses data on performance related issues pertaining to procurement and contract reports findings and makes recommendations for improvement to the Procurement and contract Performance Management System.
12. Participate in the drafting of preliminary budgetary estimates of expenditure for the annual Procurement for UCADA or as directed by officers of UCADA.
13. Performs other related duties.

### **C. Eligibility Criteria**

The minimum eligibility criteria for the said position are as below.

1. Graduate degree in finance, business, economics or B.Tech from a reputed university.
2. Minimum 05 years of post-qualification experience in planning and organizing the procurement of goods, services, consultancies and works through both international and national competitive bidding, preferably with public sector through GeM or online procurement portal.
3. Extensive experience in working with central, state, or local government bodies in India or with multilateral agencies.
4. Age below 45 years, without any relaxation.
5. Experience of preparing RFPs/Tenders, evaluating bids, framing contract conditions, making agreement, Preparing estimates.
6. Experience of handling PPP project should be added advantage.

### **D. Job Description**

1. Responsible for all procurement activities, including goods, services, works and consultancies.
2. Work closely with government officials, private sector partners, and other stakeholders to align UCADA goals and objectives.
3. Regularly update procurement plans and ensure timely implementation of all procurement related activities.
4. Collaborate with internal and external stakeholders to review and update procurement schedules, ensuring adherence to agreed timeframes and project needs.
5. Ensure total compliance with Uttarakhand Procurement Rules and the correct application of administrative policies, principles, procedures and rules governing UCADA procurement to ensure timely execution of procurement requests.
6. Verify that all proposed purchases are eligible for financing under UCADA and ensure budgetary allocations are appropriated.
7. Assist in preparing bidding documents including but not limited to EoI, RFP, RFQ, technical specifications, bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.
8. Undertake end-to-end bid process management including tender publication, pre-bid meeting, bid receipt, opening, evaluation procedures, post-qualification of bidders, and preparation of bid evaluation reports for clearance / no objection.
9. Provide guidance on notification / advertising procedures, sourcing of goods, preparation of shortlist of potential suppliers.
10. Negotiate contracts to ensure cost reduction and compliance with regulatory requirements.
11. Plan and implement strategies & documents to optimize revenue and ensure the financial sustainability of PPP projects.

12. Prepare contract documents and contract change orders / amendments.
13. Ensure proper and efficient coordination with central, state or local bodies of the Government of India or multi-lateral agencies for the effective procurement of goods, service and works.
14. Ensure the maintenance of quality procedures, transparency in all actions, plans, and processes, and resolve procurement issues to facilitate smooth and prompt implementation of programs and projects.
15. Coordinate with Department officials of UCADA and other stakeholder Department(s) to ensure overall integration of procurement plans and reports.
16. Perform other procurement-related tasks and manage contracts as deemed necessary by Department.
17. Prepare monthly performance reports for Department review and appraisal.
18. Performing other duties as required in the interest of UCADA and any other assigned tasks.

**E. Selection Criteria**

Shortlisted candidate will be interviewed by a committee to verify the suitability of the candidate for job.

**F. How to apply**

The C.V. with all supporting documents will be send online to [ucadadoon@gmail.com](mailto:ucadadoon@gmail.com) or offline “Doon Helidrome, Uttarakhand Civil Aviation Development Authority, Sahastradhara Road, P.O.- Kulhan, Dehradun, Pincode- 248013” as reach UCADA not later than 28<sup>th</sup> Sep 2024 till 05:00 PM.

**G. Terms and conditions:**

1. Mode of selection will be interview. Only those candidates who are found eligible will be called for interview.
2. Candidates shall bring original documents at the time of interview.
3. Candidates already in Government services to furnish NOC along with CV.
4. The competent authority reserves the right to review or cancel the recruitment at any stage.
5. No TA/DA shall be permissible for the interview. Candidate to bear all cost associated with the recruitment.
6. This recruitment is on contractual basis and the candidate shall have no right to claim job of permanent status based on this recruitment.

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