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| **JOB NARRATIVE** 1. *Job Purpose and Roles and Responsibilities of the Job*
2. *Organisation Structure, Outcomes/Value Add, Financials & Work Relations*
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| **Basic Details**  |
| Job Title  | AGM - Procurement (Logistics) |
| Hay Level | 15 |
| Function | Corporate Sourcing  |
| Location  | Pune – Corporate |
| Occupied/ Vacant  | Vacant |

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| **Organisation Structure** *(where does the position stands in the organisation structure of the Business)* |
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| EVP Corporate Sourcing |

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| Vacant AGM – Logistics Sourcing |

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| **Job Purpose:** * *Summarizes the main points of the job description which may include key responsibilities, functions, and duties*
* *Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder*
* *Should contain 1 - 3 key points*
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| To devise strategies & implement actions for Logistics Sourcing, purchasing techniques, Vendor Development etc. Planning and achieving targeted service fulfilment to support business growth. Achieving targeted cost objectives for Logistics Sourcing through various initiatives. |

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| **Key Accountabilities & Outcomes** |
| ***Key Accountability*** * *Main areas of accountability / key goals of the Job.*
* *Should contain five to Seven Key Accountabilities.*
* *Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth)*
 | ***Major Activities/ Tasks**** *The tasks under Key Responsibility that the Job holder is supposed to perform to achieve the business goals*
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| Revenue growth through Channelize Sourcing. | * Forecast procurement needs across all facilities.
* Managing the Sourcing budget of 400 Cr+
* Formulation and implementation of long term and short term strategy for logistics procurement.
* Review and improve logistics sourcing policies.
* Tracking Industry Trends
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| Contract Management. | * To ensure that all deal risks and assumptions are correctly defined, assessed and quantified.
* To assist in obtaining necessary approvals in accordance with the relevant procedures and legal regulations.
* Analyse the Supplier Market and Opportunities for Business Development.
* To negotiate commercial terms with potential customers, partners and suppliers as required, and for the more senior roles to lead negotiations.
* Obtaining necessary approvals in accordance with the relevant procedures and legal regulations.
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| Monitoring | * Market environment, market shares, competition, price line.
* Vendor Base and Vendor development process.
* Manage the various vendor relationships to produce the service level requirement to support supply chain requirements.
* Monitor the on-time and complete performance of suppliers.
* To monitor progress toward meeting the logistics plan and to identify the cause and impact of delays or other problems (varying degrees of responsibility for taking actions to prevent or overcome such problems may also be included).
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| Team Development  | * Technical knowledge dissemination through training programs
* Promote a common vision and ownership of the Trust’s values and strategic objectives with all external and internal partners.
* Provide guidance to Assistant / staff in handling employee inquiries and to ensure that matters are resolved.
* Coordinate with various departments for smooth functioning of departmental activity, particularly with accounting department.
* Develop strong working relationships and understanding of mental health services, to facilitate highly effective team working through the business development cycles contract negotiation cycles.
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| **Work Relations ( Internal and External)** |
| ***Internal Relations**** *Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers*
* *Other Job Holders that the Job holder have may to liaise, report or coordinate with*
 | ***External Relations**** *Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers*
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| * Logistics Operation Team across DFPCL.
* Finance Team.
* Marketing Teams.
* Top Management.
* Other functional areas.
 | * Vendors.
* Stevedores.
* Transporters.
* Port Agencies.
* Government authorities.
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| **Key Dimensions**  |
| ***Financial Dimensions**** *List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc.*
 | ***People Dimensions**** *Mention the team size ( direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role*
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| * As per annual budget 2016-2017, Logistics sourcing spend will be approximately up to 450 Cr.
 | * Team Size – Handle team of staff / Vendors
* Geographical Spread – All territories of DFPCL
* Political & other complexities – Has to liaise / handle government authorities regarding Sourcing contracts and deal with monopoly market for developing healthy market competition, if any.
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| **ACHIEVEMENT PROFILE*** *What are the capabilities required by the Job Holder at this position*
* *Specify Knowledge ( technical expertise), experience, skills, behavioural competencies, personality required*
* *It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping*
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| **Education Qualifications / Background*** *State minimum qualification required by the Job Holder to work effectively on this position*
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| * Graduation with MBA preferred with 8-12 years of experience.
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| **Relevant and Total Years of Experience** * *Mention years of experience required for the job*
* *Elaborate more of the relevance / type of the job experience required by the role*
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| * Minimum experience of 5 years in the field of Supply chain / Operations/Procurement/Contract Management.
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| **Technical/Functional Expertise*** *Stare minimum proficiency required on specific technical or functional skills required for the Job Role*
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| * Knowledge of sourcing business, Monopoly markets and sourcing dynamics.
* Strong understanding of fertilisers/Industrial Chemicals/Ammonium Nitrate/Raw Material Logistics operations.
* Commercial acumen.
* Knowledge of cost estimates , market trends and scenario
* Knowledge of excise, sales tax, customs rules, regulations and procedures.
* Knowledge of SAP.
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| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)**** *State behavioural competencies required to function effectively at this position*
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| * Analytical skills for cost minimization
* Negotiation skills
* Risk assessing capability
* Effective communication
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| **Personality *(List only 3- 5 specific personality characteristics)**** *Write personal characteristics/ personality type that is suitable to work at this job level.*
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| * Planning & budgeting
* Adaptable to changing circumstances
* Leadership Skill
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