

JOB DESCRIPTION

Manager- Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

1. POSITION VACANT: Manager- Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

2. ORGANIZATION BACKGROUND:

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh. It shall replace the existing decentralized procurement involving **Chief Medical Store Depot (CMSD)** and district level authorities.

UPMSC's vision is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

Basic Objective of UPMSC:

- (1) Ensuring coverage of all the essential drugs under Rate Contract;
- (2) Facilitating supplier selection, contract negotiation and share of business allocation;
- (3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- (4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- (5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- (6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- (7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- (8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

For more information about the organization, please visit www.upmsc.in

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **General Manager- Drugs Procurement**, the **Manager- Drugs Procurement** shall be responsible for managing the rate contracting and monitoring the vendor performance for drugs in Uttar Pradesh.

Key Roles and Responsibilities:

- (1) Ensuring that proper bidding and contracting process is followed to identify the most suitable drugs suppliers based on their quality parameters, historical performance, capacity assessment and manufacturing footprint;
- (2) Preparing RFP document for inviting bids to address the estimated requirement for drugs in the state of Uttar Pradesh;

- (3) Selecting vendors for supplying drugs based on the complete 3-stage tendering process- Prequalification, Technical and Commercial Bidding; Coordinating with the relevant committees and authorities to ensure timely completion of the process;
- (4) Ensuring that all the steps listed down for the drugs procurement are followed and all timelines are strictly adhered to;
- (5) Undertaking price negotiations with suppliers to finalize a competitive price for the drugs being procured;
- (6) Continuously evaluating performance of all the suppliers delivering drugs to **UPMSC** and ensuring fulfillment of pre-defined quality norms;
- (7) Overseeing adherence to all the defined norms in rate contracts by all the enrolled suppliers under **UPMSC**.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Essential

Applicants must have full time B. Pharma from a recognized institution/ university.

Desirable

- (1) Post Graduate degree or diploma in Business Management from a recognized institution/ university;
- (2) Certificate/ Diploma in Procurement/ Supply Chain Management or related fields.

Experience:

Essential

Applicants must have:

- (1) Minimum 5 years of post-qualification experience of which at least 3 years in procurement of drugs or related supplies for public agencies.

Skills and Attitude:

- (1) In-depth knowledge of drug procurement;
- (2) Ability to develop and institutionalize procurement processes and controls;
- (3) People Management skills.

5. AGE: Maximum age limit 45 years

6. VACANCY DETAILS: 2 Vacancies; 1 (UR) and 1 (SC)

7. CONTRACT TYPE AND PERIOD:

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the **UPMSC**.

8. COMPENSATION OFFERED:

Maximum consolidated emolument for the position is approx. Rs. 80,000 per month.

9. LOCATION: Lucknow

10. REFERENCE: M-DP

11. CONTACT INFORMATION:

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12. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to apply online at www.sams.co.in by or before **June 8, 2018, 11:59:59 pm**.

Online application link: <https://bit.ly/2s633eQ>

Please Note: Only online application submitted by the candidates shall be considered valid. Applications received through other sources shall be deemed invalid.