

## STATE CONSULTANT- LOGISTICS & PROCUREMENT

**Purpose of Assignment – To provide managerial support for inventory management of required essentials to be procured under ICDS.**

**Supervision :** Program Manager – Nutrition

**Reporting Officer :- Commissioner WCD and Director ICDS**

**Duty Station :-** Gandhinagar

**Qualification:** MBA / M.Com

**Age Limit : 45 Years**

**Experience:**

- Minimum 4 years of relevant Experience
- Good analytical, Negotiation and communication (Oral and Written).
- Computer Literacy and Conversant with MS Office and its application, internet, e-mail and other qualitative and quantitative Software.
- Excellent inter-personal and organizational skills, writing and communication skills.
- Strong analytical ability and computer skills.
- Excellent knowledge of Supply Chain Management
- Ability to work effectively in a team as well as independently
- Good Knowledge & Fluent in English and Gujarati

**Honorarium:** Rs.40,000 - 60,000/- per month, based on qualification and experience.

**Specific duties and responsibilities will include:**

1. Assess the procurement needs of ICDS.
2. Process timely supply of goods as per ICDS requirement
3. Facilitate management of stores with proper accounting systems.
4. Monitor the supplies & stores/Procurement status in district /state/AWC.
5. Identify cause of any unreasonable delays in achievement of milestones or in distribution of goods
6. Strengthen supply system and system of stock registers and supply registers of ICDS stores
7. Visit district level facilities for supportive supervision and feedback
8. Carry out need assessment for logistics management
9. Any other duties assigned by authority.

