

Job Description

Administration Officer

ORGANIZATION	National Institute of Urban Affairs (NIUA)
PROJECT NAME	Administration Department
FUNCTIONAL TITLE	Administration Officer
NO. OF POSTS	1
DUTY STATION	New Delhi

About the National Institute of Urban Affairs (NIUA):

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of the Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for the urban sector in India. For more than 40 years now, NIUA has been actively working on bringing forth key areas of concern for urban India to build the urban discourse at various urban scales. It has utilised its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive, and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought after by both Indian and international organisations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes. Read more about NIUA at niua.in

Job Summary:

The Administrative Officer will be responsible for overseeing and managing administrative operations, tendering , procurement processes including GeM (Government e-Marketplace), office management, asset maintenance, and compliance with relevant government procedures and procurement rules. The role demands efficiency, integrity, and familiarity with public procurement and government administrative frameworks.

Key Responsibilities:

1. General Administration:

- Manage day-to-day office operations including infrastructure, housekeeping, record-keeping, and facility management.
- Coordinate with departments to ensure smooth functioning of office support services.
- Maintain and update inventory, office assets, and administrative records.
- Supervise support staff and ensure adherence to organization policies.

2. Procurement & GeM:

- Handle procurement of goods and services as per General Financial Rules (GFR), CVC guidelines, and relevant procurement norms.

- Manage end-to-end procurement processes through GeM portal, including product/service listing, bid creation, comparative analysis, placement of orders, and tracking deliveries.
- Liaise with vendors/suppliers, ensure quality and timely delivery, and manage service-level agreements (SLAs).
- Prepare purchase orders, comparative statements, justifications, and documentation for audits.

3. Compliance & Documentation:

- Ensure all procurement and administrative activities comply with government rules, policies, and internal SOPs.
- Maintain complete and accurate documentation related to tenders, contracts, purchases, and administrative decisions.
- Prepare reports and assist in internal/external audits and inspections.

4. Budget & Cost Management:

- Support budget planning and expenditure tracking related to administrative and procurement functions.
- Optimize costs without compromising quality and compliance.

5. Coordination & Support:

- Coordinate with internal departments and external agencies/vendors for timely completion of administrative tasks.
- Assist in organizing official meetings, events, travel, and logistics.

6. Tendering:

- Prepare, publish, and manage tender documents (EoI, RFP, RFQ, etc.) in compliance with GFR and relevant procurement rules.
- Coordinate with user departments to define technical specifications and scope of procurement.
- Manage the entire e-tendering process including bid opening, evaluation coordination, and award of contracts.
- Maintain vendor databases, contracts, and procurement records.

Qualifications & Experience:

- Bachelor's Degree (minimum); a degree/diploma in Administration, Management, Public Procurement, or related field is desirable.
- 15-20 years of total experience in administration and procurement out of which 10 years of experience in a government or public sector undertaking.
- Hands-on experience with GeM portal operations is mandatory.
- Familiarity with GFR, CVC guidelines, and government procurement norms.

Key Skills & Competencies:

- Proficiency in GeM portal, MS Office (Word, Excel, PowerPoint), and e-Procurement tools.
- Strong knowledge of administrative systems, procurement cycles, and compliance protocols.
- Excellent organizational, communication, and coordination skills.
- Integrity, accountability, and attention to detail.
- Ability to manage multiple tasks efficiently under time constraints.