

Job Description

Manager - Administration

ORGANIZATION	National Institute of Urban Affairs (NIUA)
PROJECT NAME	Administration Department
FUNCTIONAL TITLE	Manager - Administration
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

Key Responsibilities:

1. GEM Portal Management:

- Handle end-to-end procurement activities through the GEM portal.
- Create, publish, and manage bids (RA, L1, etc.) and ensure timely procurement of goods and services.
- Maintain vendor databases and ensure registration, onboarding, and compliance of vendors on GEM.
- Resolve issues related to order processing, payment delays, or vendor disputes on GEM.

2. Procurement and Contract Management:

- Manage procurement lifecycle – requisition to delivery – in compliance with GFR and other applicable rules.
- Draft and review RFQs, purchase orders, work orders, and service contracts.
- Ensure vendor evaluation, quotations comparison, negotiation, and finalization in accordance with rules.

- Maintain procurement records, track delivery timelines, and monitor contract obligations.

3. Administrative Operations:

- Oversee general office administration, housekeeping, security, transport, and facility management.
- Manage office equipment procurement, inventory, and administrative budget tracking.
- Coordinate logistics for meetings, events, and staff movement as needed.

4. Compliance and Reporting:

- Ensure adherence to government procurement norms and audit requirements.
- Prepare and submit regular procurement reports, audit documentation, and compliance records.
- Liaise with internal departments and external agencies for procurement and admin-related matters.

Qualifications:

- Graduate in any discipline; preference for candidates with MBA/PGDM in Administration, Supply Chain, or related field.
- Minimum 10 - 12 years of experience in administrative roles, with at least 3 years in GEM portal management and government procurement.
- Strong knowledge of GFR 2017, CVC guidelines, and public procurement norms.
- Proficiency in MS Office, GEM portal, and other government e-procurement platforms.

Key Skills & Competencies:

- Strong negotiation and vendor management skills
- Excellent communication and documentation abilities
- Problem-solving and decision-making aptitude
- Ability to manage multiple tasks under tight timelines
- Knowledge of government administrative protocols and procurement procedures