

# BIHAR VIKAS MISSION

## Job Description



1. General Information	
<b>Position Title:</b>	<b>Inventory Management Expert</b>
<b>Reports to:</b>	<b>Principal Secretary – Food &amp; Consumer Protection Department</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	
2. Organization Chart	
<pre> graph TD     PS[Principal Secretary] --- IME[Inventory Management Expert]             </pre>	
3. Key Accountabilities	
<p><b>Strategizing and Expert Advisory</b></p> <ul style="list-style-type: none"> <li>• Design a strategic plan and roadmap to support the strengthening of Public Distribution System in the State by increasing the efficiency of the inventory management system in Bihar State Food &amp; Civil Supply Corporation, in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionaries</li> <li>• Contribute to the Department's work plan related to optimization of inventory control procedures through insightful analysis, modelling and innovative solutions</li> <li>• Conduct industry and market research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies and facilitate management decision-making with respect to computerization of the inventory management system</li> <li>• Assist the Department in inspecting the levels of supplies to identify shortages and ensuring that product stock is adequate for all distribution channels and can adequately cover the demand from the Fair Price Shops</li> <li>• Support the Department in required process &amp; system reforms to ensure effective implementation of the strategic plan, as required</li> <li>• Support the Department in reviewing compiled inventory reports and developing and implementing resource optimization and change management plans</li> <li>• Liaise with relevant officials in the Department to develop ideas and plans to address issues affecting the replenishment of supplies in the Fair Price Shops</li> <li>• Establish and build partnerships with important and relevant national level bodies and organizations like Food Corporation of India, Ministry of Consumer Affairs, Food &amp; Public Distribution and other bodies to gather support for strengthening of Public Distribution System in Bihar</li> </ul>	
<p><b>Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities for continuous improvement of systems, processes and practices taking into</li> </ul>	

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account international and national best practices, in order to facilitate cost optimization and productivity improvement

### **Policies, Systems, Processes & Procedures**

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### **Related Assignments**

- Perform other related duties or assignments as and when required

## **4. Qualifications and Experience**

### **Minimum**

- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Material Management/ Supply Chain
- Minimum 10 years of post-qualification experience in the domain of operations and / or supply chain management and / or warehouse management

**OR**

- Retired personnel from Government / Defence Services / Paramilitary with minimum 10 years of experience in operations and / or supply chain management and / or warehouse management (last held position should not be lower than Joint Secretary or equivalent level)

**OR**

- At least 10 years of post-qualification experience in Indian Administrative Service / 15 years of post-qualification experience in State Administrative Service (last held position should not be lower than Joint Secretary or equivalent level) with minimum 3 years of experience operations and / or supply chain management and / or warehouse management

### **Preferred**

- Less than 65 years of age as on 1st January 2020.
- Experience in inventory management / warehousing and optimization of inventory management systems and / or processes
- Proven track record of leading / managing / advising on inventory management / supply chain management projects / initiatives / programs in state / central government / bilateral / multilateral organizations and / or programs of similar nature and size
- Relevant certificate / course in inventory management / warehouse management from a Government of India recognized institute
- Honors / Awards in relevant area will be an added advantage

## **5. Knowledge and Other Skills**

- Strong interpersonal and networking skills
- Fluency in written and spoken English and Hindi
- Experience of policy and process design, operations development and management in the domain of logistics
- Experience in providing evidence-based, outcomes-oriented programme management and

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technical support, including training, operations research and large-scale programme monitoring

- Demonstrated ability to manage staff / consultants / operations in the States and managing large teams - technical, operations and administrative