

General Manager – Software Procurement

Designation: General Manager (Software Procurement)

Age Limit: Less than 47 years

Educational Qualification:

1. **Essential:** Full-time degree in BE/B. Tech (Computer Science / IT / Electronics & Communication / Electronics & Telecommunication / Electronics Instrumentation) or M. Tech./ ME/ MCA / M.Sc (IT / Computer Science) from any recognized University/ Institution.
2. **Desirable:** MBA (Operations / Procurement / Supply Chain / IT Management),

Desirable Certifications:

Certifications in public procurement, contract management, or relevant government training (e.g., from NIFM, IIMs, or similar institutions).

Experience:

1. Minimum 15 years of post-qualification experience majorly in procurement and contract management of IT Software Products/ Solutions in a Public/ Private Limited Company or Government/ Public Sector Organization.
2. Minimum 5 years of specific experience in software procurement, including licensing models (perpetual, subscription, SaaS), AMC/ATS, volume licensing, Software Solution procurement, OEM engagements, and vendor management.
3. Experience in handling large-scale government or public-sector IT procurement preferred.

Skills & Competencies:

1. In-depth understanding of public procurement rules, including Government e-Marketplace (GeM), GFR, State Procurement Guidelines, Central Vigilance Commission (CVC) guidelines, applicable public procurement frameworks and eProcurement portals.
2. Proven ability in preparing RFPs, bid process management, vendor evaluations, and contract negotiations.
3. Knowledge of software licensing models, SLAs, OEM partnerships, cloud and subscription-based procurements.
4. Strong stakeholder coordination and communication across technical, legal, and financial teams.
5. Analytical mindset with strong documentation, presentation, and negotiation skills.

6. Familiarity with IT Act, Data Protection guidelines, and software asset management (SAM).

Key Responsibilities:

1. Strategic Procurement Management:

- a) Drive procurement strategy for software, licenses, and IT solutions in line with departmental goals.
- b) Identify sourcing opportunities, cost-effective options, and implement standardized procurement practices.

2. Tendering & Contracting:

- a) Lead the preparation of bid documents (EOI, RFP, RFQ), ensure transparent evaluation processes, and finalize procurement as per policies.
- b) Draft and review contracts, enforce SLAs, NDAs, and penalty clauses to safeguard organizational interests.

3. Vendor & Stakeholder Engagement:

- a) Develop long-term relationships with OEMs, software providers, and SI partners.
- b) Coordinate with Government departments to understand needs and tailor procurement accordingly.

4. Compliance & Risk Management:

- a) Ensure compliance with government procurement laws and audit readiness.
- b) Manage procurement risks through well-structured agreements and dispute resolution mechanisms.

5. Performance Monitoring & Reporting:

- a) Maintain dashboards for procurement timelines, delivery tracking, cost savings, and audit observations.
- b) Provide regular MIS to senior leadership for informed decision-making.