



LET'S CREATE THE FUTURE
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IRM Energy Ltd.



JOB DESCRIPTION

Position Level: Head	Department: Contracts & Procurement
Location: Head Office, Ahmedabad	Reports to:

COMPANY OVERVIEW

IRM Energy Ltd, formerly known as IRM Energy Pvt Ltd (a Group Company of Cadila Pharmaceuticals Ltd) is an integrated value driven energy enterprise developing Natural Gas distribution projects (CNG: Compressed Natural Gas & PNG: Piped Natural Gas) across districts in the country for customers in industrial, commercial, domestic and transport sector. The company is committed towards contributing to the energy need of its consumers.



Job Summary

The Head will lead and oversee the organization's contracts and procurement operations, ensuring all activities align with company policies, legal standards, and industry best practices. This strategic position requires a professional with extensive experience in procurement management, contract negotiations, supplier relations, and compliance. The Head will be responsible for overseeing the procurement lifecycle, from supplier selection and contract negotiation to performance evaluation and risk management, with a focus on driving cost-efficiency and delivering value to the organization.



Key Responsibilities

1. Contracts Management:

- Lead the development, negotiation, and management of contracts with suppliers, contractors, and service providers, ensuring alignment with organizational objectives, budgets, and compliance standards.
- Draft, review, and amend contracts as needed to protect the company's legal and financial interests, ensuring adherence to applicable laws and regulations.
- Maintain and update contract templates and standard clauses to streamline the contracting process and mitigate risk.
- Ensure timely contract execution and adherence to all terms, conditions, and milestones, and resolve disputes that may arise during the contract term.
- Provide advice to internal teams regarding contractual obligations, risks, and compliance with relevant legal and regulatory frameworks.
- Resolve issues related to supplier performance, delivery delays, quality concerns, and contract disputes in a timely and effective manner.
- Negotiate favourable terms and conditions with suppliers, ensuring value for money and risk mitigation.



Key Responsibilities

2. Procurement Strategy & Execution:

- Develop and implement a comprehensive procurement strategy that aligns with the company's business objectives, focusing on cost-efficiency, supplier performance, and sustainability.
- Oversee the end-to-end procurement process, including identifying and selecting suppliers, evaluating bids, conducting negotiations, and managing supplier relationships.
- Work closely with stakeholders from various departments (e.g., finance, operations, legal) to understand their procurement needs and deliver optimal solutions.
- Lead the procurement of critical goods and services, ensuring timely delivery, compliance with specifications, and cost-effective pricing.
- Conduct market research and analysis to identify new suppliers, market trends, and opportunities for improvement in procurement practices.

3. Risk Management & Compliance:

- Identify and manage risks associated with procurement, including supply chain disruptions, price volatility, and legal liabilities.
- Ensure all procurement activities comply with internal policies, regulatory requirements, and industry standards.
- Oversee the development of risk mitigation strategies for contracts and procurement processes, including insurance, guarantees, and performance bonds.
- Ensure all necessary documentation, including contracts, purchase orders, and supplier agreements, are properly filed, tracked, and easily accessible for audits and compliance purposes.

4. Budgeting and Cost Control:

- Develop and manage procurement budgets, ensuring that all purchasing activities align with financial goals and objectives.
- Implement cost-saving initiatives, such as bulk purchasing, long-term agreements, and vendor negotiations, to optimize procurement spend.
- Analyse procurement data to identify opportunities for process improvements, cost reductions, and value enhancements.

5. Team Leadership & Development:

- Lead, mentor, and develop a high-performing team of procurement professionals, providing guidance, training, and career development opportunities.
- Foster a collaborative and results-driven environment, promoting best practices in procurement and contract management across the department.
- Promote a culture of continuous improvement and innovation within the procurement and contracts team.

6. Reporting & Analysis:

- Prepare regular reports on procurement activities, cost savings, contract performance, and supplier performance for senior management.
- Track procurement KPIs and metrics, analysing trends and recommending improvements.
- Present key insights and recommendations to senior leadership regarding procurement performance, strategies, and opportunities for improvement.



REQUIRED Qualifications

- Bachelor's/Master's degree in Business Administration, Supply Chain Management, Procurement, or a related field.
- Minimum 15+ years of experience in procurement and contract management, with at least 5 - 7 years in a senior or leadership role.
- Extensive experience in supplier negotiation, contract management, and procurement strategy development.
- Proven ability to manage large, complex procurement projects, including managing vendor relationships and resolving conflicts.
- Strong understanding of procurement processes, risk management and industry standards.



Skills & Competencies

- In-depth knowledge of the design, construction, and operation of PNG infrastructure, including pipelines, compressors, regulators, and metering systems.
- Familiarity with CGD-specific software and tools used for project management, design, and monitoring.
- Strong leadership and team management capabilities.
- Proven ability to manage cross-functional teams and projects of significant scale and complexity.