WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

Terms of Reference
For position of Deputy Manager (Procurement & Input) to be posted at WAMUL areas of operations

Qualification	• B.E/B.Tech in Food Technology /Dairy Technology /Dairy Engineering/Agricultural Engineering/BVSc from a recognized University/Institution. Candidates having post graduate degree in MBA/Executive MBA/PG Diploma in Management, preferably in Operations/ Rural Management/Agribusiness/ Supply Chain or in relevant discipline along with the above-mentioned qualification shall be an added advantage.
Experience	•Minimum 5 years of full-time relevant professional experience in Food Technology/ Dairy Technology/ Dairy Engineering/ Milk Procurement Operations/ MIS/Data Analytics/ Project Management or related functions. •Relevant experience in dairy industry, cooperative organization, agriculture sector, rural development, milk procurement or allied sectors shall be preferred. • Working Experience in preparing of DPRs, project proposals, analytical reports, management presentations, large scale data processing and management, maintaining MIS dashboards and data-driven decision-making. Having field level experience, particularly among rural mass shall be an added advantage.
No. of Position	01
Job Location	WAMUL's area of operations across Assam.
Language	Working knowledge in English, Assamese and Hindi. Other indigenous languages of Assam, known shall be an added advantage.
Computer Skills	Advanced proficiency in MS Office, particularly MS Excel and PowerPoint, ERP/MIS and other data analysis/reporting tools.
Age	Not above **35 years as on 1st October, 2026.** However, relaxation up to 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.
Salary	CTC Rs.11.53 lakhs per annum including P.F & other Fixed/ Variable Components (Negotiable and commensurate with qualification and experience).
Scope of Position	Under the Assam Dairy Development Plan (ADDP) and allied rural development schemes, WAMUL is expanding cooperative dairying and rural input services across Assam. The Deputy Manager (Procurement & Input) will work under the overall guidance and supervision of the Group Head (Procurement & Input) and will be responsible for coordinating, supervising and managing the execution of the entire team assigned to milk procurement and input operations through the approved organizational structure. The procurement and input team, comprising field executives, supervisors, Bulk Milk Cooler (BMC) operators and other assigned personnel and extending to the team across the areas of operation, will function under the overall direction of the Group Head, with the Deputy Manager responsible for day-to-day operational coordination, deployment, monitoring, follow-up and execution. The incumbent will be accountable for achieving approved targets for milk procurement, cooperative institution building, procurement growth, milk quality and operational efficiency, optimizing supply-chain and operational costs, managing procurement-related inputs, strengthening field execution, coordinating with government departments and other stakeholders, and driving effective digital/MIS adoption. He/she will report to the Group Head (Procurement & Input).
Main Responsibilities	Lead and ensure implementation of milk procurement strategies, annual plans, procurement targets and operational action plans approved by WAMUL. Work under the overall guidance of the Group Head (Procurement & Input) and coordinate, supervise and manage the day-to-day execution of the entire procurement and input team through the approved organizational structure, including field executives, supervisors, BMC operators and other assigned personnel working across WAMUL's areas of operation. Plan, coordinate and monitor deployment, field coverage, responsibilities, targets and performance of the assigned procurement and input team, which may extend to the team, while ensuring appropriate reporting and escalation through the organizational hierarchy.

	Monitor DCS-wise, BMC-wise, MPO-wise and area-wise milk procurement performance against approved targets, identify gaps and initiate timely corrective actions. Monitor procurement growth, member participation, milk pouring patterns, seasonal variations, productivity, milk quality parameters and procurement cost, and recommend corrective measures. Undertake daily, weekly, monthly, quarterly and annual analysis of milk procurement and input-related data and convert the analysis into actionable field plans. Prepare accurate and timely MIS, DPRs, monthly/quarterly reports, dashboards, analytical statements and management summaries. Optimize operational economics by actively monitoring and reducing milk transportation, chilling and other procurement-related operating costs per litre, while maintaining service and quality requirements. Prepare Detailed Project Reports (DPRs), project proposals, concept notes, feasibility reports, implementation plans and progress reports for procurement, input and allied operational projects. Prepare PowerPoint presentations, briefing notes and analytical reports for MD, senior management, Board/Committee meetings and other official reviews. Provide data-driven analytical support to management for milk procurement growth, cost optimization, productivity enhancement, infrastructure planning, manpower deployment and operational efficiency. Manage the end-to-end cycle of procurement-related inputs such as cattle feed, mineral mixture, bypass protein meal and other approved inputs, including demand assessment, indents/procurement coordination, receipt, stock monitoring, distribution, utilization and recovery, as applicable. Monitor input inventory, stock reconciliation, distribution and utilization and identify shortages, excesses, delays or other operational issues for timely resolution. Coordinate with Milk Procurement Officers, field staff, DCS/BMC functionaries, vendors/suppliers and concerned departments for implementation of procurement and input programmes and resolution of operational issues. Conduct regular field visits for verification of reported data, milk procurement and quality practices, project progress, input distribution, stock/usage status, operational issues and implementation status. Review field-level performance of DCSs, BMCs and procurement personnel and ensure timely escalation and resolution of recurring operational issues. Coordinate with ICT/ERP teams for effective utilization and improvement of MIS/ERP systems and development of standardized reporting formats, dashboards and analytical tools. Assist in formulation, review and implementation of SOPs, policies, guidelines and operational procedures related to milk procurement and input activities, and ensure field-level adoption. Monitor compliance with approved procedures, management decisions, reporting requirements and delegated controls, and recommend corrective/preventive actions. Develop procurement projections, forecasts, scenario analysis and comparative/trend analysis to support operational and strategic decision-making. Support preparation of annual business plans, budgets, procurement targets and departmental performance reviews, including monitoring of budget utilization and major cost drivers. Identify opportunities for process improvement, automation, digitization and data-driven monitoring in procurement and input operations and support their implementation.

	Ensure accuracy, completeness, consistency, confidentiality and timely submission of operational, financial/stock and management data and records. Coordinate with concerned Central and State Government departments, Assam Government departments, district administration, development agencies, statutory bodies and other government or institutional stakeholders, as directed by the Group Head or Competent Authority; attend review, coordination and progress meetings; prepare presentations, statements, reports and supporting data; and furnish timely, accurate information as required for government schemes, projects, monitoring, audits, reviews and official correspondence. Support training, handholding and capability development of field personnel, DCS/BMC functionaries and other stakeholders on procurement, input management, SOPs, MIS and reporting requirements. Maintain effective coordination with internal departments and field stakeholders and ensure timely communication of management decisions, targets and operational priorities. Perform any other duties assigned by the Reporting Officer/Competent Authority from time to time.
Additional Skills/Desirables	Strong analytical, numerical and problem-solving skills with attention to accuracy and detail. Excellent report writing, DPR preparation, presentation and data visualization skills. Strong project planning, monitoring, coordination and execution capabilities. Ability to convert complex operational data into clear management insights and actionable recommendations. Strong team-coordination and people-management skills, with ability to coordinate the assigned procurement and input team across multiple locations through the approved reporting structure. Strong communication and interpersonal skills with ability to coordinate cross-functional teams, field personnel, cooperatives, government departments and external stakeholders. Ability to manage multiple locations, priorities and operational activities simultaneously with effective follow-up and escalation. Ability to work independently as well as collaboratively in a team environment. Strong organizational and time-management skills with a result-oriented approach. Willingness to undertake extensive field travel within WAMUL's operational area. Knowledge of dairy cooperative systems, milk procurement operations, input supply/management and rural development programmes shall be an added advantage. Working knowledge of procurement planning, inventory/stock management, cost control, government programme coordination and field-level operational monitoring shall be an added advantage. Self-motivated, adaptable and committed to continuous improvement and organizational objectives.
Reporting, Performance Review, Payment terms and leave	The Deputy Manager (Procurement & Input) shall report to the Group Head (Procurement & Input), WAMUL and shall be accountable for execution of assigned procurement and input targets and activities under the overall direction of the Group Head. The Deputy Manager shall coordinate, supervise and monitor the day-to-day performance and execution of the procurement and input team assigned through the approved organizational structure. The team may comprise the team across WAMUL's areas of operation; their overall administrative/functional control shall remain within the organizational hierarchy under the Group Head.

	The Deputy Manager shall coordinate with concerned government departments and other institutional stakeholders, attend official review/coordination/progress meetings as directed, and provide accurate and timely data, reports, presentations and other information required for government schemes, projects, monitoring, audits and official reviews. Performance shall be reviewed as per Key Result Areas (KRA), including milk procurement growth, procurement cost and operational efficiency, milk quality, input management, team coordination and execution, government/institutional coordination, reporting/MIS, project execution and compliance with approved procedures. The remuneration may be enhanced on an annual basis as per prevailing rules and shall be performance based. He/She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL. Conveyance allowance and TA/DA for field movement within the operational area as per eligibility will be provided.

WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.