

Power Foundation of India

B-28, Qutub Institutional Area, New Delhi 110016

No. PFI/HR/Recruitment/2026/04

Dated: 24 September, 2026

Position: Assistant Manager – HR & Procurement

No of Position: 01

Location

New Delhi

Nature of Appointment

Regular

Reporting To

Head- HR & Admin

1. About PFI

Power Foundation of India (PFI) is a not-for-profit organization promoted by leading power sector CPSUs to undertake policy advocacy, capacity building, research, knowledge dissemination, and sectoral development initiatives for the Indian power sector.

2. Role Purpose

To support the effective management of **HR and procurement functions** of the organization.

To ensure timely and efficient execution of recruitment, employee services, HR operations and policy implementation.

To manage **end-to-end procurement activities**, including tendering, vendor coordination, purchase and contract management.

To ensure compliance with applicable HR policies, procurement procedures and organizational guidelines.

To provide timely administrative support, MIS and analytical inputs to facilitate effective decision-making by management.

3. Key Responsibilities

A. Human Resources

- Assist in recruitment and selection, including vacancy management, job postings, screening, interview coordination and onboarding.
- Maintain employee records, HRMS, attendance, leave and personnel files.

- Assist in implementation and review of HR policies, SOPs and employee welfare initiatives.
- Support payroll inputs, statutory compliance, employee benefits and social security matters.
- Coordinate performance management, training, learning & development and employee engagement activities.
- Prepare HR reports, MIS and management notes.
- Handle employee queries and provide day-to-day HR support.
- Assist in disciplinary, separation and exit formalities.

B. Preference will be given to candidates having also experience in Procurement and Contract Management.

- Handle **end-to-end procurement activities** for goods and services.
- Prepare RFQs/RFPs, tender documents, comparative statements, purchase proposals and work orders.
- Manage procurement through **GeM/e-procurement platforms**, wherever applicable.
- Coordinate vendor identification, quotation evaluation, negotiations and selection.
- Assist in preparation and processing of Purchase Orders, Agreements and Contracts.
- Monitor delivery schedules, service performance, warranties, AMC/CMC and contract compliance.
- Maintain procurement records, vendor database and procurement MIS.
- Coordinate with Finance, Administration and user departments for procurement-related matters.
- Ensure compliance with applicable procurement procedures, financial rules and organizational policies.

4. Essential Skills

- Good knowledge of **HR operations and recruitment processes**.
- Knowledge of procurement procedures, tendering and contract management.
- Good drafting, documentation and analytical skills.
- Proficiency in **MS Office/Excel, HRMS and e-procurement systems**.

- Good communication, coordination and negotiation skills.
- Ability to independently handle multiple assignments and meet timelines.

5. Essential Qualification

- Graduate in any discipline from a recognized university.
- **MBA/PGDM in Human Resources** or equivalent qualification from a recognized institution.
- Additional qualification/certification in **Procurement, Supply Chain Management or Contract Management** will be desirable.

6. Experience

- **5–8 years of relevant post-qualification experience** in HR and Administration.
- Experience in a corporate, PSU/CPSE, government organization, autonomous body or reputed professional organization will be preferred.
- Candidates should have hands-on experience in both HR operations and end-to-end procurement activities.
- Knowledge of **GeM, GFR/procurement procedures, contract management and HR compliance**.

7. Salary / Compensation

Remuneration: The CTC of the selected candidate shall be protected, and an additional increase of 10% to 30% over the existing CTC may be offered, depending upon the candidate's qualifications, relevant experience, competencies, and overall suitability for the position.

The selected candidate shall be entitled to PF, gratuity, medical/insurance coverage, and other applicable benefits in accordance with the rules, policies, and terms and conditions of PFI, as applicable from time to time.

Nature of Appointment

Regular, Full-Time

The selected candidate will be appointed on a regular full-time basis, subject to satisfactory verification of credentials and fulfillment of the organization's applicable service rules.

8. Key Performance Areas (KPA's)

- Timely and quality recruitment support.

- Accurate maintenance of HR records and HRMS.
- Effective implementation of HR policies and employee services.
- Timely completion of procurement/tendering activities.
- Compliance with procurement procedures and contract terms.
- Vendor performance and contract monitoring.
- Timely preparation of HR and procurement MIS/reports.

9. Age Limit

Maximum 35 years as on the closing date of application.

The candidates shall submit applications in the prescribed format by **16.10.2026** up to **06:00 P.M.** Incomplete applications or applications of candidates not having the requisite qualification/experience shall be rejected summarily.

The application format and details are available on the Power Foundation of India's website www.powerfoundation.org.in under the link "Careers".

Dated: 24.09.2026


Head-HR & Admin