

TERMS OF REFERENCE (TORs)
CONSULTANT SUPPLY CHAIN MANAGEMENT

1. **Objectives.** Services of a well-qualified consultant, with requisite experience in Supply Chain Management in Defence / Public Sector Organizations, are required to provide consultancy on efficient and agile functioning of supply chain functions being dealt by Supply Chain Management Directorate of HIT, Taxila.
2. **Roles and Responsibilities**
 - a. **Strategic Supply Chain Planning**
 - 1) Act as the advisor to Director Supply Chain Management Directorate on all supply chain matters (Procurement and inventory management of defence stores) in line with the defence procurement rules and regulations enforced in country.
 - 2) Develop and implement a comprehensive Supply Chain Management (SCM) framework for HIT, ensuring integration with production and operational requirements.
 - b. **Procurement Management**
 - 1) Oversee centralized procurement processes for all HIT factories and directorates, ensuring compliance with Public Procurement Rules and other government policies.
 - 2) Establish vendor qualification criteria and manage supplier relationships to ensure quality, cost-efficiency, and timely delivery of critical materials.
 - c. **Inventory Management**
 - 1) Develop policies for effective inventory control, ensuring optimal levels of stock, minimizing waste, and maintaining readiness for production requirements.
 - 2) Establish mechanisms for inventory tracking, reporting, and reconciliation across HIT factories and directorates.
 - d. **Logistics and Transportation**
 - 1) Supervise logistics operations, including shipping by air, sea, road, and rail, ensuring timely and cost-effective transportation of goods.
 - 2) Ensure compliance with safety, security, and regulatory standards for handling sensitive and hazardous materials.
 - e. **Supply Chain Performance Monitoring**
 - 1) Develop and implement KPIs to measure supply chain efficiency and effectiveness.

2) Conduct regular audits of supply chain processes and recommend improvements.

f. **Collaboration and Coordination**

1) Coordinate closely with MoDP, MoD, GHQ, and other relevant government bodies on supply chain matters, including imports, exports, and regulatory requirements.

2) Work with HIT factories and directorates to centralize reporting, ensure compliance, and align with HIT's strategic goals.

g. **Risk Management**

1) Identify supply chain risks and develop mitigation strategies, focusing on cost control, delivery timelines, and quality assurance.

2) Ensure robust measures for the secure handling and transportation of critical materials.

h. **Technology Integration**

Recommend and oversee the adoption of modern supply chain technologies and software solutions to enhance efficiency and transparency.

3. **Timelines of Contract.** Hiring of Consultant Supply Chain Management will be for a period of three years which may further be extended to another one year by HIT Board.

4. **Remuneration**

a. Market-based pay package, subject to annual review by HITB.

b. Accommodation and allied facilities will be provided subject to HITB approval.

5. **Qualifications / Experience**

a. Bachelor's degree with certification in Supply Chain Management. However, Master's degree in relevant discipline will be preferred.

b. Minimum five years experience in Supply Chain Management in Defence/Public Sector Organizations at senior management level

c. Knowledge of procurement processes and Public Procurement Rules and understanding of international trade, contracts management and compliance requirements.

d. Knowledge and practical experience of supply chain management processes including logistics, warehousing / inventory management etc.

e. Skills to carry out data analysis for forecasting and provisioning and continuous improvement.

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- f. Experience in implementing supply chain optimization strategies and ERP systems.
- g. Job involves coordination with Government Ministries, GHQ, CMAs, Customs authorities and Banks. Relevant experience will be preferred.

6. Terms and Conditions

- a. Applicants must attach detailed, updated CVs with applications.
- b. Only shortlisted candidates strictly meeting the eligibility criteria will be invited for an interview.
- c. Candidates appearing for the interview must bring original credentials, experience certificates, and other relevant documents.
- d. Management reserves the right to accept/reject any application without assigning any reason.