

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Consultant – Procurement

Terms of Reference:

1. Develop and implement procurement strategies aligned with organizational policies and project requirements.
2. Prepare detailed procurement plans including vendor identification, market analysis, and sourcing strategies.
3. Draft and manage Request for Quotations (RFQs), tenders, purchase orders, and contract documentation.
4. Evaluate vendor proposals based on technical, commercial, and compliance parameters.
5. Negotiate pricing, delivery schedules, payment terms, and service conditions with suppliers.
6. Ensure timely procurement of goods and services while maintaining quality and cost efficiency.
7. Maintain and update vendor database including performance evaluation and compliance records.
8. Monitor contract execution, delivery timelines, and vendor performance metrics.
9. Ensure adherence to procurement policies, audit requirements, and regulatory compliance standards.
10. Coordinate with finance, technical, and project teams for procurement planning and budget tracking.
11. Prepare procurement reports, cost analysis statements, and management summaries.
12. Support audit activities and provide necessary procurement documentation when required.
13. Identify opportunities for cost savings and process improvements in procurement operations.
14. Undertake additional responsibilities assigned by the reporting authority from time to time.

Eligibility:

1. Qualification: B.Tech/ M.Tech Stream, BBA/MBA Supply Chain Management,
2. Experience: Minimum 7 to 10 years of relevant experience in procurement, sourcing, or supply chain management.
3. Technical Skill Set: Knowledge of procurement processes, vendor management, contract negotiation, and tender documentation.
4. Proficiency in MS Office (Excel, Word & PowerPoint) and ERP / procurement management systems.
5. Strong analytical, negotiation, and vendor management skills.

6. Excellent communication and documentation abilities.
7. Ability to manage multiple projects, meet deadlines, and maintain confidentiality.
8. Willingness to travel as per organizational requirements.
9. Age Up to 40 years.