

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**.

JUNIOR CONSULTANT / COORDINATOR - MIIH

Terms of Reference:

1. Coordinate site activities and communicate with building owners and contractors.
2. Collect and document building specifications and site data.
3. Conduct stakeholder follow-ups and schedule meetings.
4. Perform quality checks against planning briefs and purchase orders.
5. Support planning and procurement activities.
6. Conduct preliminary site visits and assessments.
7. Provide administrative and reporting support.

Eligibility:

1. Qualification and experience as per role requirement.
2. Experience: Minimum 03 - 05 years of experience in the relevant field.
3. Technical Skill Set experience in the field of Attention to detail, communication, coordination, field visit capability, basic healthcare/construction knowledge
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Willingness to Travel.
6. Age up to 30 years.