

Applicants are required to appear for **Virtual Interview** with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before **23<sup>rd</sup> 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 **2<sup>nd</sup> March 2026**.

### **PROJECT & PROCUREMENT MANAGER - MIIH**

#### **Terms of Reference:**

1. Develop and manage project timelines from feasibility to implementation.
2. Coordinate with building owners, architects, contractors, vendors, and consultants.
3. Manage equipment procurement including BOQ preparation, RFQs, and tender processes.
4. Negotiate pricing, delivery timelines, and payment terms with vendors.
5. Conduct site visits, monitor milestones, and resolve issues.
6. Track budgets and ensure cost control measures.
7. Coordinate logistics for equipment delivery, installation, and commissioning.
8. Maintain contracts, purchase orders, delivery documents, and warranties.

#### **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 Project management, procurement expertise, vendor management, hospital equipment knowledge, Tier-2 logistics experience
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 50 years.