

**ASSAM GOVERNMENT – IIT GUWAHATI HEALTHCARE FOUNDATION**

Assam Government – IITG Healthcare Foundation is a Section 8 company. Government of Assam has joined hands with IIT Guwahati to establish a cutting-edge R&D institution in health sciences and technology – **Assam Advanced Healthcare Innovation Institute (AAHII)**. AAHII, located within IIT Guwahati campus comprises of an R&D Block, Academic block and a Super-specialty hospital (500 beds) with ancillary facilities invites applications for the following vacancy:

Sl. No.	Name of the Position	No. of posts
1	Research Associate	1
2	Executive – Finance and Accounts	1
3	Procurement Executive	1

Only the shortlisted candidates will be called for interview. No TA/DA will be paid for the purpose. Terms of Reference (ToR) for the aforesaid position are accessible at: <https://agihf.org/careers>. Online applications will be received till 30.09.2024 at careers@agihf.org.

Sd/-
Chief Operating Officer
Assam Government – IITG Healthcare Foundation

TERMS OF REFERENCE FOR THE POSITION OF RESEARCH ASSOCIATE, ASSAM GOVERNMENT IITG HEALTHCARE FOUNDATION

Position: Research Associate

Qualification: Degree in Medicine or allied field such as BDS/BPT/BAMS with MBA or equivalent qualification (full time course)

Experience:

- 1) 3 - 5 years of experience in healthcare setting.
- 2) Experience of working in a hospital/healthcare industry is preferred.
- 3) Good Proficiency of working on MS office Suite such as Excel, Power point, MS Word, etc.
- 4) Good written and verbal communication skills in Assamese, Hindi and English

Place of Duty:

The normal place of work for the candidate will be the office of AAHII

Reporting:

Research Associate shall work under the overall guidance and supervision of Chief Operating Officer, AGIHF.

Job Purpose:

As a Research Associate, job duties may include scheduling meetings, assisting in the research process by collecting experimental data, preparing presentations, proofreading manuscripts and conducting surveys. A key element in this role is adhering to procedures and protocols maintaining confidentiality, and preparing reports.

Key Responsibilities:

- 1) Support in desk top research on thematic areas, industry and related fields.
- 2) Support in applying for various regulatory compliance in medical practice, research and education.
- 3) Prepare and edit presentations, reports and tables for external and internal use.
- 4) Scheduling and organizing meetings, conferences and discussions.
- 5) Support in content development for various promotional activities for fund raising.
- 6) Updating web page and other social media pages with approved contents and AV clips.
- 7) Support in event planning and execution.
- 8) Any other responsibilities assigned by COO, AGIHF.

Compensation:

As per industry standards.

**TERMS OF REFERENCE FOR THE POSITION OF EXECUTIVE - FINANCE & ACCOUNTS, ASSAM GOVERNMENT
IITG HEALTHCARE FOUNDATION**

Position: Executive – Finance & Accounts

Qualification: B. Com

Experience:

- 1) Minimum 4 - 5 years of experience (recent) in Finance/Accounts department. Experience of working in a construction/healthcare industry. Corporate exposure is preferred.
- 2) Proven work experience in Accounting/Taxation/Finance/Audit.
- 3) Excellent working knowledge of MS Office and Tally.
- 4) Strong organizational skills, analytical thinking and numerical skills.
- 5) Sound understanding of procurement process, accounting of construction and other bills and income tax provisions.

Place of Duty:

The normal place of work for the candidate will be the office of AAHII

Reporting:

Executive – Finance & Accounts shall work under the overall guidance and supervision of the Chief Financial Officer, AGIHF, or other designated by the company in future.

Job Purpose:

Manage daily financial operations and procedures.

Key Responsibilities:

- 1) Ensure timely and accurate tally entries of all bills and record maintenance.
- 2) General accounting activities like timely and accurate vendor / statutory payments, bank reconciliations, payment of taxes, filing of TDS returns, GST, etc.
- 3) Perform day-to-day accounts operation.
- 4) Ledger, cash entry, petty cash, invoice management and follow-up with vendors.
- 5) Maintaining database, records, registers and files related to financial transactions.
- 6) Any other responsibilities assigned by the CFO, AGIHF.

Compensation: As per industry standards.

TERMS OF REFERENCE FOR THE POSITION OF PROCUREMENT EXECUTIVE, ASSAM GOVERNMENT IITG HEALTHCARE FOUNDATION

Position: Procurement Executive

Qualification: Bachelor's degree in Business or related field such as Business Administration, Supply Chain Management or Finance. Certification or PG Diploma in Supply Chain Management will get preference.

Experience:

- 1) 3 - 5 years of experience in in procurement/SCM/logistics profile. Exposure in healthcare industry desirable.
- 2) Exposure of working on MS Office suite and on software like Tally/Oracle/SAP.
- 3) Familiarity with GFR rules and processes is highly desirable.

Place of Duty:

The normal place of work for the candidate will be the office of AAHII

Reporting:

Procurement Executive shall work under the overall guidance and supervision of Head - Procurement, AGIHF.

Job Purpose:

As a procurement executive, job duties may include assisting the head procurement in sourcing, negotiation, contract management, monitoring inventory movement, determining inventory levels of products, and supplier relationship management, locating key suppliers, and making sure materials and products meet the company's specifications.

Key Responsibilities:

- 1) Research and compares suppliers, goods, and services.
- 2) First level negotiation with supplier for competitive pricing, contract terms.
- 3) Coordinate the process of renewal or termination of agreements with suppliers.
- 4) Assist in bidding processes in the area of goods and services.
- 5) Monitor and determine inventory levels and forecast purchase needs.
- 6) Preparation of Purchase Order, GRN, DC, etc.

Compensation: As per industry standards.