



Sr No.	Designation	Min Qualification	Min Experience	No of vacancy	Location
1	Head Procurement	B Tech/MBA/PG Diploma/Equivalent degree in Finance/Material Management, Supply chain or equivalent degree or specialization in procurement related discipline.	15 years experience in Procurement related activities with preferable experience in health care sector and in Public Procurement with Govt agencies.	1	Head Office, Guwahati.

Roles and Responsibilities:

1. Develop a procurement strategy
2. Preparing & Managing procurement budget
3. Negotiating supplier contracts with focus on cost & quality
4. Exercise due diligence on all contracts & procurement related laws & regulations
5. Develop purchasing policies
6. Execute the entire lifecycle of procurement (Direct or through Tender) till payments maintaining efficiency, quality and compliance
7. Supplier identifications, development, evaluations, monitoring performance & manage supplier relationships
8. Identify risks to procurement operations with mitigation plans
9. Inventory & working capital management
10. Train & develop the procurement team