

Interested candidates may apply for Online Interview on **31<sup>st</sup> January 2022**. Candidates can request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 29<sup>th</sup> January 2022.

### **Consultant/Scientist – Hospital Administration**

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

1. To undertake setting up of a 200-300 bedded multi-speciality hospital.
2. Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other staff.
3. Plan, implement and administer programs and services across the hospital.
4. Establish objectives and evaluate all operational activities in the hospital premises
5. Conducts and administers fiscal operations including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
6. Reviews and analyses facility activities and data to aid planning and cash and risk management and to improve service utilization.
7. Maintains communication among governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
8. Establishes work schedules and assignments for staff according to workload, space and equipment availability.
9. Knowledge of advances in medicine, diagnostics and treatment, medical devices, data processing technology, government regulations, health insurance changes, and financing options.
10. Monitors the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assesses the need for additional staff, equipment, and services.
11. Inspects facilities and recommends building and equipment modifications to ensure emergency readiness and compliance to access, safety, and sanitation regulations.
12. Consults with medical, business, and community groups to discuss service problems, responds to community needs, enhances public relations, coordinates activities and plans, and promotes health programs.
13. Undertake the assignments, which may be assigned from time to time.

#### **Eligibility:**

1. Qualification: Masters in Hospital Administration with an experience of setting up a new hospital greater than 100 beds in India.

2. Experience: Minimum 8-10 years of experience at a healthcare facility in a hospital administrator role.
3. Have an in-depth knowledge of planning and designing of the hospital infrastructure.
4. Demonstrated understanding of the health care infrastructure.
5. Comfortable interacting with senior level leadership.
6. Ability to define priorities and to assign resources in pursuit of short- and long-term goals.
7. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
8. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, Strong Management Skills, excellent oral and written communication skills in English.
9. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
10. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
11. Willingness to Travel.
12. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
13. Age up to 35 years.