



## ***Requires***

### **General Manager-Engineering Services, Estate and Maintenance**

Indian Institute of Management Ahmedabad (IIMA) is looking for a dynamic person who will ensure efficient and effective management of premises and estate including upkeep, security, housekeeping, landscaping, horticulture, civil engineering works and allied services in the campus.

#### **Brief Job Description (though not exhaustive):**

- To perform, supervise, and coordinate various departments like security, housekeeping, landscape maintenance, dispatch and transport.
- To perform and supervise professional civil engineering works and allied services in the campus.
- Responsible for managing minor and major works/projects and supervise subordinate engineering staff performing several projects.
- Complete maintenance of campus buildings and infrastructure.
- Assist in the establishment of estate related contracts through a transparent tender process
- Manage and monitor contractors/ service providers to provide an efficient, cost-effective service, responsive to Institute needs, ensuring that work is carried out in accordance with agreed SLAs
- Coordinate with students, staff, and management to ensure efficient support services during various events on campus
- Standardize, maintain, monitor, and keep custody of all lease agreements with vendors on campus
- Act as a liaison between the IIMA and other statutory authorities.

#### **Knowledge, skills and abilities:**

- Planning, quantity survey, estimation, tender development, tender analysis, site supervision & billing.
- Knowledge of Project Management, Disaster management, Event management and Contracts management.
- Use of computer software like MS office, MS Projects/Project Management Software.

#### **Desirable Traits:**

Good leadership skills, communication skills, holds self and others accountable, problem solving and innovation, demonstrates ethical behaviour, drives to excel, maximizes team effectiveness, supportive of change, and an eye for detail.

**Qualification, Experience Requirement:**

- The candidate should possess full time Degree in Civil Engineering from a recognized institute with minimum 15 years of relevant experience.
- Master's degree in Management / Engineering is desirable.
- Supervisory experience in planning, directing, coordinating, and evaluating the campus/township civil works related development & maintenance is highly desirable.
- Good knowledge of the Institutional technical services sector, trends and other market developments.

**Reporting to:** Chief Administrative Officer

**Age:** Maximum 55 years on last date of application (No Age relaxation to SC/ST/OBC/PWD/Women/Ex-Servicemen for this particular position)

**Salary & Allowances:**

Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 12 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by March 05, 2025.

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