



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant General Manager - Estate

The Assistant General Manager – Estate shall ensure efficient and effective management of premises and estate including upkeep, security, housekeeping, landscaping, and horticulture. He/ she shall also be the custodian of Building Register.

Duties and Responsibilities (only indicative):

Responsible for the administration of the following departments:

1. Security services
2. Housekeeping
3. Landscape maintenance and development
4. Dispatch & transport

Domain Knowledge of following:

- Best practices in waste management
- Best practices in housekeeping
- Best practices in security and electronic surveillance
- Horticulture, plants, flora & fauna
- Green initiatives and waste management
- Firefighting and disaster management
- Event management
- Contracts management for services

Job Description:

- Assist in the establishment of estate related contracts through a transparent tender process
- Develop and monitor service level agreements with service providers
- 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
- Ensure services are undertaken safely by use of permit to work system, method statements, and risk assessments in accordance with relevant legislation
- Establish and participate in a formal, robust, and out of hours support services for the campus and estate
- Develop and monitor helpdesk system
- Ensure security of people, property, and estate by physical and electronic surveillance means and checks
- Audit disaster management preparedness and institute good practices to ensure efficient disaster management
- Formulate SOP, set up control room, and undertake immediate action when faced with any emergency/ disaster
- Establish visitor management service
- Coordinate with students, staff, and management to ensure efficient support services during various events on campus
- Plan and undertake mosquito control, pest control, rodent control, and dog control
- Undertake landscape development and maintenance

- Maintain and update Building Register
- Coordinate with Ahmedabad Municipal Corporation, Gujarat Police and other statutory bodies
- Standardize, maintain, monitor, and keep custody of all lease agreements with vendors on campus

Qualification, Experience & Skill Requirements:

- Any Post-graduate or equivalent with at least 10 years of experience. He/she should have administrative competence. Ex-Armed forces personnel with relevant experience are encouraged to apply.
- Ability to plan and prioritize work effectively, with a thorough and meticulous approach

Age: Max. 50 years as on the last date of application.

Salary & Allowances: The selected candidate will be offered a fixed-term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended at the end of three years, if the performance is found satisfactory.

Reporting to: The selected person will report to the Chief Administrative Officer

Interested employees are requested to **APPLY ONLINE** latest by **January 27, 2021**

[Click here to Apply](#)