



## **INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD**

### ***Requires***

### **Head – Engineering & Projects**

The campus of Indian Institute of Management Ahmedabad (IIMA) is spread over 104 acres with 17 lakh sq. ft. of built up space. The Institute is embarking upon expansion projects of approximately 8 lakh sq. ft. over next few years. It is an excellent opportunity to associate with the growth of IIMA as Head-E&P). The Head-E&P will oversee and direct all operational and administrative functions of Engineering & Projects Division. This senior management position calls for person with excellent educational qualification, experience, maturity and integrity. The Head-E&P shall ensure efficient and effective management of civil, electrical and mechanical projects.

#### **Duties and Responsibilities (indicative):**

To lead the team of following departments:

1. Civil Engineering
2. Electrical Engineering
3. Mechanical – HAVC and Water Supply
4. Maintenance

#### **Job Functions (not exhaustive):**

##### **Essential Functions (General):**

1. Provide technical expertise on matters pertaining to policies, procedures, practices, and standards.
2. Prepare Project Plan and Budget. Ensure projects are completed within scope, time, quality, and cost.
3. Plan, assign, train, instruct, supervise, and evaluate the work of technical staff.
4. Plan, organize, direct and control resources to accomplish the assigned tasks.
5. Act as a liaison between the IIMA and other statutory authorities
6. Prepare engineering documents including contract proposals, tenders, RFPs, BoMs, etc.
7. Prepare technical and engineering reports.
8. Provide high quality service to IIMA community.
9. Workout and implement water harvesting, green energy, green campus, and energy conservative projects.

##### **Construction Management:**

1. Review and check contractors' shop drawings, and engineering drawings for construction, repair, and maintenance projects.
2. Examine and check building plans and specifications for compliance with various codes and regulations.
3. Review, check and approve site Engineer's reports, progress pay estimates, contract change orders, and other documents related to construction contracts.

4. Investigate the merit of contractors' requests for additional compensation for contract change orders, disputed items and claims. Investigate, analyse and negotiate contractor's claims. Coordinate and participate in dispute review and mediation process.
5. Promote safety, conduct and document safety meetings with staff and contractors.
6. Conduct pre-construction and on site meetings and coordinate project execution.
7. Inspect work in progress for quality assurance and adherence to contract plans and specifications.
8. Monitor, verify, make field measurements, prepare quantity calculations, and prepare progress reports.
9. Initiate, prepare, organize and maintain record project diaries, giving complete detail of projects.

#### **Electrical:**

- Manage electrical projects and electrical part of new construction projects including RFP, bid evaluation, material selection, etc.
- Initiate and implement roof top solar power plant project for Institute buildings.
- Workout means for conservation and efficient utilization of energy sources.
- Implement campus wide electrical monitoring and control system.
- Manage minor and major works/projects, and supervise subordinate engineering staff performing several projects.
- Manage HT/ LT distribution, Electrical substation, cabling, lifts, DG sets, Transformers, Electrical network, maintenance liaison with regulatory authorities, energy audit, etc.

#### **Mechanical:**

- Perform, supervise, and coordinate professional HVAC and water supply works.
- Responsible for managing minor and major works/projects, and for supervising subordinate engineering staff performing several projects
- Operating, repair and maintenance of various types of air conditioning plants.
- Operation and maintenance of Pumps, Bore wells, water tanks, water supply network, solar water heating systems, RO plants, deep fridges, etc.
- Managing contractors' routine and preventive maintenance.
- Ensure proper efficient utilization of water and air conditioning resources.

#### **Knowledge & skills:**

- Project Management.
- Maintenance Management.
- Knowledge of CPM/PERT is must.
- Use of computer software like MS office, MS Projects/Project Management Software
- Record and Document management

#### **Desirable Traits:**

- Leadership, Effective Communication, Ownership and Accountability, Problem Solving and Innovation, Drive to Excel, Maximizing Team Effectiveness, Supportive of Change and an eye for detail.
- The Head – E&P will be expected to possess outstanding abilities to work within a team environment, interface with architects, contractors, and external authorities tactfully; and to have high energy, enthusiasm, creativity, and cost consciousness.

**Qualification, Experience & Skill Requirements:**

- The candidate should possess full time Degree in Civil/ Electrical/ Mechanical and Post-Graduate degree in professional/ management field.
- Minimum twenty (20) years' experience of which at least ten (10) years' experience should be related to planning, finalizing, and executing large scale Civil, Electrical and HVAC projects.
- Experience of project management in cantonment and education campus environment desirable.
- The candidate should have served in the 6<sup>th</sup> CPC - GP 7600 or above for at least 5 years OR drawing equivalent pay in private sector.
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**Age:** Max. 55 years as on the last date of application.

**Reporting to:** The selected person will report to the Chief Administrative Officer (CAO).

**Salary & Allowances:** Competitive as per industry standard. 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 further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

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