

INDIA INTERNATIONAL CONVENTION & EXHIBITION CENTRE LTD

Job description for the post of 'Consultant –Technical Operations'

COMPANY PROFILE

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. It offers a mixed experience with a good location, convenient connectivity, apart from a host of other commercial facilities.

It now plans to expand its operations in its second phase the focus will be on development of hotels, shopping malls and office and commercial spaces to increase its visibility and enhance visitor experience.

To assist the Company in its growth trajectory it is looking for leaders having extensive experience in various domain areas, who will guide and shape its future course.

JOB DESCRIPTION AND KEY RESPONSIBILITIES:

1. Representing IICCL and managing business relationships with its business partners, contractors, suppliers, associates and service providers at Yashobhoomi projects and conducting business reviews on regular intervals.
2. Developing, implementing and monitoring business plan & strategies for operations management as per business guidelines of IICCL.
3. Maintain regular communication with designated IICCL personnel regarding the quality and adequacy of services.
4. Responsible for strict implementation and performance review of prescribed Service Level Performance parameters for the overall services under Property Management of the project for each and every deliverable performed by Service provider and Operator of IICCL.
5. Oversee the implementation and execution of comprehensive operating processes for engineering operations & maintenance, administrative functions, business finance, and custodial services, tailored for both project handover and post-development stages. Review, benchmark, and improve

scopes of work, service level agreements, standard operating procedures, service manuals, and MIS systems.

6. Monitoring of annual operational budgets and expenditure. Managing the allocated budget for CAPEX for improvement and development activities
7. Responsible for managing Common Area Maintenance (CAM) charges by ensuring desired service levels are achieved within prescribed budgets and formulate plans for optimization of budget, identify savings and control losses.
8. Overseeing recruitment, training, performance mapping, and continuous improvement initiatives of workforce inside the project to create value for Yashobhoomi and the business, fostering high morale and low attrition.
9. Management of resource procurement, subcontractor agreements, qualification and performance reviews to optimize operations and ensure quality and compliance, overseeing all general and specialized service partners, consultants & contractors engaged in Operations and maintenance activities at the project.
10. Any other tasks as assigned by the Management from time to time.

MINIMUM REQUIREMENTS

1. **Nationality:** Indian

2. **Maximum Age:** 62 years as on 31st August 2024.

3. **Educational Qualification:** Bachelors/Diploma or advanced degree in Engineering / Science / Architecture/ or related discipline.

4. **Experience:** Minimum 20 Years of overall experience and at least 15 Years specifically at Managerial level in domestic and international Facility and Property Management Services with proven experience in managing multiple Project and Multi-Tenanted Operations with in-depth knowledge in Property & Facility Management, Customer Relationship Management, Engineering and Custodial Services Operations and Management, Security & Parking Management, Industrial and Workplace Automations and IT services management

KNOWLEDGE AND SKILLS

- Managing Buildings / Campus / Public Areas/ Data centers and experience in

Central / State and Local Compliances and Statutory laws including Building, Labour Laws, Legal, MOEF, Fire and Safety requirements, regulatory compliance

- managing Operations & Maintenance of Electrical, mechanical systems, Utilities system, large data centers, ICT and low voltage systems, Critical Area monitoring and management with proven hands on experience & technical knowhow.
- Experience in directly coordination with Project Management teams and Construction activities and experience in handling project handovers, transition management and Fit out and retrofit projects
- Experience in Risk Management, direct Environmental, Hygiene, Occupational Health and/or Safety experience in a Buildings / Campus / Public Areas environment;
- Expertise in Bid process management, service contracts and SLA development, contractor on boarding, management process
- Applied knowledge and working understanding of Central / State and Local EHS requirements (i.e.; OSHA, ISO), regulatory compliance, experience with inspections, incident investigations, process safety, contractor safety, EHS training, hazard reviews and job safety analysis
- Strong incident investigation, root cause analysis and continuous improvement skills; Excellent organizational skills and ability to manage multiple tasks by prioritization and execution.
- Experience in Asset & Infrastructure Management, Transformation & Automation.
- Skills in organizing resources and establishing priorities.
- Knowledge of Information system & Technology management.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be **“Consultant – Technical Operations”** and the period of contract will be initially for six months, extendable for another six months. Reporting will be directly to senior officials of IICC Ltd. The job location will be in

Delhi/NCR and may require frequent travel.

Remuneration- As per company's' policy.

HOW TO APPLY

Duly filled application form along with the resumes may be uploaded on the Company's website i.e., <https://iiccl.dpiit.gov.in/> (Careers> Current Opening>Apply Now) till

06th November, 2024 by 18:00 HRS. Applications received through any other mode shall be summarily rejected.

SELECTION PROCESS: A Selection Committee will be constituted to shortlist, interview and recommend a suitable candidate depending on requisite eligibility criteria and requirement.

DISCLAIMER: The Selection Committee reserves the right to close or cancel the current process without any prior intimation.