
Indian Institute of Management Lucknow

Vacancy for the position of Head Administration on Contract – Noida Campus

Indian Institute of Management Lucknow (IIML) invites application from the ex-serviceman for the position of **Head -Administration** at its Noida Campus.

The incumbent in this position will primarily focus on planning and driving Noida Campus's entire gamut of administrative activities such as, Infrastructure and estate management, Transport, Security, Stores & Purchase, Facilities at Students and MDP Hostels etc. The Head-Administration will report to the Dean–Noida Campus and performs a set of administrative responsibilities under his guidance in accordance with the set policies of the Institute. The job holder needs to continuously interact with various departments, Faculty and students to understand the expectations. He/she will be assisted by departmental heads to carry out his responsibilities.

ROLE DETAILS :

Designation – Head Administration

Reporting – Dean, Noida Campus

Location – Noida

Compensation – Between Rs 80000/- to Rs 100000/- . Negotiable as per government norms

Age and background: Preferably Senior Administrator in similar position under any Govt/Semi Govt/Autonomous bodies or Ex Serviceman (Preferably at least of the rank of Colonel or equivalent)

Term of Employment: Initially on contract for a period of 11 months. The contract may be extended further subject to performance of the incumbent and need of the Institute.

MAJOR DUTIES & RESPONSIBILITIES :

- ✓ All Aspects of administrative Activities which includes Infrastructure and Estate Management of Noida Campus
 - ✓ Coordination and interaction with vendors for ensuring quality and transparency in the process and complying with the set timelines and standards
 - ✓ Responsible for management of activities of the Transport, Security, Stores & Purchase, Students Hostel and Facilities functions of the Noida Campus
 - ✓ Handling all Audit Matters related to Administrative functions in line with the requirement of CAG
 - ✓ Plan, direct and control the Administrative activities in accordance with the set policies of the Institute
 - ✓ Execution of various guidelines and orders received from the Government of India
-

- ✓ Bringing efficiency in the administration by automating various processes relating to administration and purchase.
- ✓ Regularly interacting with various departments, faculty and students to understand their expectations and resolve their grievances related to Academic and Administrative Activities
- ✓ Provide support to the departments on financial, legal matters, etc.
- ✓ Ensuring Statutory Compliance at various departments and processes.
- ✓ Supporting top management and faculty in all matters of strategic planning.
- ✓ Periodic review the performance of subordinate staff and identify the areas of improvements
- ✓ Maintaining written and electronic records of all relevant work in the department.
- ✓ Any other work assigned by the Dean – Noida campus or Institute from time to time.

DESIRABLE SKILLS AND ABILITIES

- ✓ The position calls for a person with maturity and integrity and above all a rich experience in a Govt. / Semi Govt./Autonomous organization/Defense establishment . The incumbent is required to lead a team of officers in the Institute and guide them in their day-to-day activities and to coordinate with the academic and administrative activities which includes general administration, estate management, engineering, construction, stores & purchase, contract services.
- ✓ Good interpersonal skills with ability to handle the cross functional teams with a solution oriented mindset.
- ✓ The candidate should possess basic IT knowledge such as MS Office Tools, Email, ERP etc.
- ✓ Good understanding of Finance and Govt. Rules.
- ✓ Should have the skills and ability to collaborate with members of the staff and faculty.
- ✓ Excellent communication skills - oral and written.

EDUCATION & EXPERIENCE

- ✓ Candidates should be a Graduate with a full time Post-graduate degree/Post Graduate Diploma in management from a reputed University / Institute OR Post-graduate degree in Law /Management (MBA).
- ✓ Candidates from Armed forces background preferably at least of the rank of Colonel or equivalent
- ✓ Post-graduation is desirable but not mandatory for Armed Forces candidates.
- ✓ Should have a minimum of 15 years' experience.
- ✓ Should be fluent in English and Hindi.
- ✓ **Age:** Preferred age in the range of 40-50 years. It can be relaxed up to 5 years for exceptional candidates.

Interested and eligible candidates may forward their resume to e-mail: deannc@iiml.ac.in and nkp@iiml.ac.in

Last date to apply : 22nd August 2018

General Conditions:

1. The interested and eligible candidates may forward their resume and other relevant documents (scanned copies) to e-mail deannc@iiml.ac.in and nkp@iiml.ac.in latest by August 22 ,2018 (5.30pm)
2. All the received applications for the said post will be shortlisted and only the shortlisted candidates will be invited through e-mail to appear in the interview on the scheduled date and time.
3. The candidates have to produce their bio-data along with a set of photocopies in support of their educational qualifications, experience etc. at the time of interview. They should also bring all testimonial in original for verification purpose.
4. No TA/DA or any other incidental expenses will be reimbursed for attending the interview.
5. Initial appointment will be for 11 months on contract renewable further subject to satisfactory performance of the incumbent and need of the Institute.
6. The compensation will be decided out depending on qualification, experience, last drawn salary and relevant factors.
7. Candidates are advised to visit the website of IIM Lucknow (www.iiml.ac.in) regularly for updation, amendments and corrigenda (if any). It will be placed on Institute website only.
8. IIML reserves the right not to fill the above position, if it desires so.
9. **Canvassing in any form will be a disqualification.**

**Dean –Noida Campus
Indian Institute of Management- Noida Campus
B-1, Institutional Area, Sector-62, Noida**