



## भारतीय विदेश व्यापार संस्थान

### INDIAN INSTITUTE OF FOREIGN TRADE

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के तहत मानक विश्वविद्यालय)  
(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

#### **Engagement of Project Coordinator on contractual basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. It has two built up Campuses at Delhi and Kolkata. The Institute is also in the process of constructing two new campuses at Maidan Garhi (Delhi) and Kakinada in Andhra Pradesh apart from undertaking major repairs/renovation works at its existing Campus in Delhi.

The Institute intends to engage **ONE** experienced Project Coordinator to handle setting up of Off-campus in GIFT City, Gandhinagar, Gujarat and other related work for an initial period of one year.

#### **Essential Educational Qualifications Experience**

##### **(A) Educational Qualifications:**

- (i) Degree in Civil Engineering / Building Science.

##### **(B) Experience:**

- (i) Minimum 5 years' experience in handling large scale project including interior decoration work.

##### **Desirable:**

- (i) MBA in Advanced Construction Management / Advanced Project Management.
- (ii) In-depth understanding of construction procedures and material and project management principles.
- (iii) Outstanding communication and negotiation skills
- (iv) Excellent organizational and time-management skills
- (v) Familiarity with construction/ project management software
- (vi) A team player with leadership abilities
- (vii) Experience of handling / managing at least setting up one educational institute including interior decoration work.

(viii) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.

**Tenure:**

The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended further depending upon performance of the candidate and requirement of the institute.

**Job Profile:**

This post holder will be required to perform following day to day administrative and technical work of the Institute:

- (i) Obtain permits and licenses from appropriate authorities
- (ii) Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- (iii) Should be able to prepare tender document.
- (iv) Hire contractors and negotiate contracts to reach profitable agreements.
- (v) Review legal documents for structuring, Risk Management.
- (vi) Should have vast experience of Contract Management.
- (vii) Collaborate with engineers, architects etc. to determine the specifications of the project.
- (viii) Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- (ix) Handling all kinds of e-procurement through GeM, CPP Portal, and other methods as per GFR.
- (x) Review all work for accuracy and completeness.
- (xi) Evaluate progress and prepare detailed reports

**Age :** Should not be more than 62 Years as on last date of receipt of application.

**Emoluments :** Rs. 80,000 – 90,000/- p.m. all-inclusive lump sum remuneration based on qualification and experience shall be offered.

**Selected candidate will have to join duty immediately on receipt of the offer.**

Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **07<sup>th</sup> June 2023**.

**Link -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=PC\\_MAY2023](http://docs.iift.ac.in/recruit/solo.asp?jcode=PC_MAY2023)

Only shortlisted candidates shall be informed by e-mail to appear for the test/interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.