

Job Description: Manager – Projects

Job Title: Manager-Projects
Objective of Role: To assist in the implementation of the projects of the company through responsible Project Execution Strategy, Operations and Integrated Resource Management, coupled with effective Contracts & Claims Management
Reporting to: AVP- Technical & Projects
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Should be a Graduate in Civil Engineering. Postgraduate degree in any discipline would be preferable.3. Candidate shall be below 40 years of age
Experience: <ul style="list-style-type: none">• Minimum 7 years of relevant working experience in construction industry in project planning/design management, review, construction supervision/management of urban infrastructure, transport related projects. Skills: <ul style="list-style-type: none">• Must possess strong domain knowledge and understanding of planning/design development and implementation of Urban, Industrial and Infrastructure projects of global standards.• Ability to work with multi-disciplinary team of professionals and should be able to handle projects independently.• Experience in assisting multiple projects simultaneously.• Knowledge of Procurement and Contract conditions of different types will be an added advantage

Role Description
<ul style="list-style-type: none">• Collating, preparing and interpreting reports submitted by various consultants and contractors.• Undertaking technical and feasibility studies including site investigations• Managing budgets and project resources.• Monitoring and reviewing the work undertaken by various consultants/contractors.• Overall, bid process management for appointing consultants or contractors for projects.• Well versed in commercial terms to negotiate the stakeholders.• Reviewing and appraising of feasibility studies/ engineering studies/ DPR's and provide necessary inputs related to all aspects of infrastructure planning, engineering design, implementation strategy and costing.• Facilitate timely completion of Project through planning and monitoring.• Preparation and monitoring of baseline estimates, cost to complete and MIS reports.

- Study, Analyze & execute works as per drawings, Specifications, Standards and ensure Quality, efficiency & cost controlling.
- Preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholder including DIPP, DMIC Trust, Central and State Government departments.
- Preparation of the technical aspects of contractual documents, framing the engineering and technical terms of references and conducting bid process for the selection of consultants and/or contractors.
- Candidate should have ability to communicate effectively both orally and in writing.