



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Chief Administrative Officer (CAO)

Indian Institute of Management, Ahmedabad is looking for a Chief Administrative Officer (CAO) who will supervise and direct all administrative functions and also act as Secretary to the IIMA Board.

The Chief Administrative Officer at IIMA is a senior functionary who provides total administrative support for all the activities of the Institute. The position calls for person with high educational qualification, maturity and integrity and above all a rich experience in similarly placed academic/commercial institutions. He may also act as the First Appellate Authority under the RTI Act, 2005.

Brief Job Description (though not exhaustive):

- Overall supervision and responsible for Estate, Transport, Security, Stores & Purchase, Kasturbhai Lalbhai Management Development Centre, International Management Development Centre, Community Health, Students Hostels, Land etc.
- To examine proposals of the Institute Engineer and responsible for construction and maintenance of buildings and Institute campus.
- Overall responsible for planning, designing, estimation, tendering, contract management, execution, mechanization, construction, billing etc. of works involving, but not limited to multistoried buildings, institutional buildings, water, sanitary and sewer systems, electrical, HVAC, firefighting systems, building management systems, roads, areas under development etc.
- Custodian of all records of the Institute property including all the assets and funds of the Institute.
- Liaison with Institute's architects for translating Institute's needs into specific requirements.
- Implementation of various other guidelines and orders received from the Government of India.
- To assist the Director in the day-to-day functioning of the Institute and to attend to visitors, foreigners visiting the Institute etc.
- Overall in-charge of administrative functions, responsible to Director/ Board/ Society.
- Secretary to the Board of Governors of IIMA.
- Member Secretary of the Building Committee of the Board.
- Secretary of IIMA Faculty Council.
- Exercise the administrative and financial powers delegated by the Board.

- To exercise powers of the Disciplinary authority.
- Take care of Legal matters/Appellate Authority in the RTI matters of IIMA.
- Overall responsible for preparing the annual reports of the Institute.
- Attend to Lok Sabha/Rajya Sabha questions, Parliamentary Committees and liaison with Ministry of Education.
- Appointing authority of the Administrative Staff as per the delegation of authority by the Board/Director.
- Responsible for making arrangements for annual convocation and conferences.
- Coordination of Institute Convocation where invariably a VIP or VVIP is the Chief Guest.
- Member of certain academic committees.

Qualification & Experience:

- Applicant should have a post-graduate degree with first class in any discipline, preferably with a degree or diploma in management OR engineering graduate preferably with degree or diploma in management OR a full time post-graduate in management from a reputed University/Institute.
- At least 15 years of post-qualification experience in administration of a Government department/Autonomous Body/ PSU/Higher Education Institution /Commercial organization of national/international repute, in a responsible position. Retired Defence Personnel may also be considered.
- The candidate should have excellent organizing skills, high performance orientation and ability to make continuous systemic improvements would be preferred attributes.
- It is desirable that the applicant should have the knowledge of GeM portal, GFR 2017, FR & SR and relevant Central Government rules and procedures.

Reporting to: The selected person will report to the Director.

Age: Maximum 55 years.

Compensation: Selected candidate will be offered a fixed term appointment for a period of three years on a consolidated monthly salary on CTC mode, which may be extended for further period as required. **Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience. The consolidated monthly salary will be fixed as per GOI rules in case of retired pensioner.**

Interested candidates are advised to **APPLY ONLINE ONLY** latest by November 24, 2021.

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