

**NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION (NICDC)
LIMITED**

Job description for the post of “Manager- (Civil)”

COMPANY PROFILE

National Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing and Trading Hub. The project will be funded through private-public partnership, Government of India and foreign investment. The backbone of the project is the Dedicated Freight Corridor being developed by Ministry of Railways. The project is implemented by National Industrial Corridor Development Corporation (NICDC) Ltd., an autonomous body comprising of Government and Private Sector. The project will see major expansion of Infrastructure and Industry – including industrial clusters and rail, road, port, air connectivity – in the six states i.e. UP, Haryana, Rajasthan, Gujarat, Madhya Pradesh and Maharashtra along the route of the Corridor.

Besides, it is also facilitating to build a world class Exhibition & Convention Centre and Mixed-use development, one of the largest facility first of its kind in India. The project is located in National Capital Region, Sector-25, Dwarka, New Delhi and being built over an area of 90Ha with approx. one million sqm of construction development. This is an iconic project of Government of India and is aimed to develop the Indian MICE market for growth of industrial development in the country. The project has innovative design concepts and novel green building features and is envisaged as internationally recognized architectural icon. NICDC is acting as the knowledge partner for this project.

JOB DESCRIPTION

The job requires multifunctional approach and co-ordination with various State Governments, & their nodal agencies and requires supervision at various levels from projects planning to implementation. This job will also require close interaction with different Ministries of Government of India from time to time.

KEY RESPONSIBILITIES

- Reviewing and Technical Appraisal 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,
- Preparing and monitoring prestart estimates, cost to complete and MIS reports,
- Review of detailed costing and estimates of Infrastructure projects.
- Assisting in selection of consultant and/or contractors and monitor their work as to ensure delivery of the project,
- Study, analyze & execute works as per drawings, Specifications & Standards and ensure Quality, efficiency & cost controlling,
- Regular liaisoning and project coordination on behalf of NICDC with various stakeholders including consultants, Central and State Government departments, funding agencies, contractors to ensure smooth implementation of projects,
- Provide technical support in preparation of investment proposal for seeking fund from NICDIT Trust Fund/JICA/JBIC/ADB/WB or any other funding agencies,
- Preparation of concept papers, detailed technical notes/memos, presentations to be made to concerned stakeholder including DIPP, NICDIT Trust, Central and State Government departments,

- Preparation of 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,
- Periodic review and monitoring of Projects executed by the SPVs of NICDC,
- Identify project's risk and opportunities and notify the SPV on actions, contingencies or mitigation plan that are potentially required to mitigate the identified risks,
- Ensuring adherence to Project Responsibility Matrix, roles and responsibilities and SPV take actions as per directions,
- Prepare, maintain, retrieve, and communicate records, reports, or documents that may be required to meet corporate and Contract Management requirements,
- Interface with all levels of the project team – and be able to represent and interface with all levels of internal and/or external management and corporate organization persons,
- To carry out such other duties as assigned by the Management from time to time.

MINIMUM REQUIREMENTS

1. **Nationality**: Candidate from Indian nationality only.
2. **Preferable Age**: Candidate should not be more than 35 years as on date of advertisement.
3. **Academic Qualification**: Should be B.E/B.Tech in Civil or Infrastructure Planning from a recognized University with good academic record. PG in Construction Management will be preferred.
4. **Experience**: Minimum 05 years of post-qualification experience in preparation of DPR/ Design/ Implementation/ Supervision of large infrastructure projects.

Preference will be given if worked in reputed companies during the 02 years with experience in contract management.

Experience in handling projects related to like Metros / Bridges / Roads / Railways / Ports / Industrial Infrastructure / Green field Smart Cities with role in implementation of structures.

KNOWLEDGE AND SKILLS

- Should possess strong knowledge of design/planning/ supervision of large infrastructure projects using software like Primavera and MS-Projects.
- Familiarity with IS codes and standards, international codes.
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organizing resources and establishing priorities.
- Broad understanding of the Infrastructure industry and contractual obligations associated,
- Experience with administering the Request for Proposal (RFP) process on Procurement of Consultancy, Works & Services.
- Experience in conducting commercial evaluations, including the questions and answers (Q&A) and clarifications process with bidders
- Ability to learn and apply knowledge of applicable local, state/province, and federal/national statutes and guidelines
- Review Contract Terms and Conditions and provide necessary feedback related to all aspects of the Contractual matters

- Coordinate the interface between the Project and adjoining contracts, adjoining utility systems, and follow-on systems.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Ability to contribute to knowledge management systems and procedures.
- Decision making ability.
- Analytical ability.
- 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.
- Adequate knowledge of Computers & IT Tools in Planning, Design, Execution & Monitoring of Infrastructure Projects.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be “**Manager (Civil)**” and reporting will be directly to the Department Head and to other senior officials of NICDC Ltd. The job location will be in Delhi/ NCR but may require frequent travel to NIC States.

SALARY: CTC Rs.10 Lakhs per annum.

HOW TO APPLY

Duly filled application form along with the resumes may be sent by post at the following address and it should reach this office on or before **15th June, 2020** by **17:00 HRS.**

National Industrial Corridor Development Corporation Limited

Tower-1, 08th Floor, Jeevan Bharti Building,

Connaught Place, New Delhi – 110 001,

Tel No: 011-23317884-8

Email: Jobs@dmicdc.com

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NICDC is not a Government Company.