Requires

Manager - Security

Indian Institute of Management Ahmedabad (IIMA) needs a self-motivated and dynamic **Manager - Security** to carry out various job functions.

Job Description (though not exhaustive):

- Ensure safe/secure campus and surrounding areas.
- Managing and controlling the authorized entry and exit of persons, vehicles and goods/materials.
- Take immediate actions on the reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Liaison with Government Officials and external agencies.
- Ensure smooth functioning of Institute Events conducted by students as well as VIP Movements.
- Implementation of Identity Passes/Gate Passes/ to allow only authorized man/material in the institute during events and VIP movements.
- Planning and implementing investigation and search procedures at entry/exit to prevent theft of material.
- Installation and Supervision of Fire Fighting Equipment and procedures along with training to staff.
- Scrutiny and verifications of Invoices through SAP (ERP System).
- To handle the security personnel of the Institute, supervise their work and submit a monthly report to General Manager, Engineering Services & Estate.
- Regulate movement of vehicular traffic/parking control within the campus and in front of the gates.
- Liaison with the local police and lodging FIR on behalf of IIM Ahmedabad.
- Helping students of foreign nationals in FRRO Registration.

Key skills requirement:

- Should be fluent in Hindi and Gujarati Languages. Intermediate knowledge of English language is a must.
- Untiring attitude, dedication, and ability to work for long hours.
- Assume a fast-paced approach to the responsibilities.
- Should be able to handle a multitude of tasks.

- Good verbal and written communication skills.
- Interpersonal skills and the ability to work well with people at all levels.
- Attention to detail and a well-organized approach to work.
- Integrity and discretion when handling confidential information.
- Good coordination with all departments.

Qualification & Experience:

- The candidate should be graduate in any discipline. A post graduate degree in Management will be preferred.
- The candidate should have minimum ten years of relevant experience.
- The candidate should be proficient in MS-Office and preference will be given to the candidate having hands on experience with SAP.

Reporting to: The selected person will report to the General Manager, Engineering Services & Estate.

Age: Max. 40 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Salary & Allowances: Selected candidate will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 10 under the pay matrix of 7th Central Pay Commission. Besides the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **December 13, 2023.**

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