**JOB DESCRIPTION**

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| **Job Code No.** | **033** |
| **Designation** | **Manager Administration** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **1 year Contractual** |
| **Pay Scale** | **80,000/- Consolidated remuneration** |
| **Age** (as on 1st June 2018) | **Above 35 years** |

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| **I. Reporting Relationships:** | |
| 1. Designation(s) of person(s) the role reports to:   Director General and Director / Asst. Director in absence of Director General. | |
| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):   Administrative Officer, Jr. Admin Officer, Project Staff, Office Staff | |
| **II. Contacts / Needs to interact with:** | |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): DG’s Office, Administration Department, Curatorial Department, Education Department and Conservation Department | |
| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Consultant, Local corporation, Government Officials, Regulatory and Statutory authorities. | |
| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** | |
| 1. **Educational Qualifications:** | |
| (a. i) Essential: Post Graduate Arts/ Commerce/ Management/ LLB. | |
| (a. ii) Desirable: General Administration, Project Management, Security and Disaster management and knowledge of IT. | |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)** | |
| Security, Safety and Disaster Management. Communication, negotiation skills, conflict management, people management**.** | |
| **IV. Experience:** | |
| 1. **Total relevant Experience, in years:** | 15 years and above |
| 1. **Areas of experience:** | General Administration, Security & Projects  With reputed organisations / educational institutions / Defence |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:** |
| * For smooth functioning of general administration, Security, campus management and development projects. |
| 1. **Key duties & responsibilities / Major Results To Be Accomplished: (E.g.: No. of visitors to be in touch with in a day / no. of employees to be supervised / funds to be collected /visitors satisfaction levels to be ensured; if applicable)** |
| 1. Project management, Campus management, Maintenance of heritage property. 2. Security safety and disaster management. 3. Develop strategy for preventive maintenance, implementation and execution. 4. Develop a proper system for recording data and ensure periodic statutory compliance. 5. Preparing work orders, sanction notes, reports 6. Vendor Management 7. Human Resource and Security. 8. Co-ordinating and supervising the ongoing projects. 9. Co-ordinating with consultants, architects, contractors, suppliers, etc 10. Liasioning, procurement and inventory control 11. Maintenance of assets, utilities and surveillance systems 12. Facility management, insurance, transport, etc. |

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| Interested candidates may send only CV on or before 8th June 2018 to  Assistant Director (Admin)  **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**  159-161, Mahatma Gandhi Road, Mumbai – 400023.  Super subscribe the envelope with the post applied for with the Job Code No. Or email on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com) mentioning the Job code and Post in the subject line.  The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |