

Job Title: Project Manager (Construction, Planning & Coordination)

Reporting to: Director, Projects Team

Location: Plot No.2-South Campus, Ashoka University

Experience (in years): Above 20 Years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and Sciences University that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- Be Mission-Driven
- Think Strategically
- Act Authentically
- Take Accountability
- Build Collaboration
- Deliver Excellence

Role and Responsibilities of Project Manager:

- a) Should be able to evaluate Architectural Interior.
- b) Should have executed interior works.
- c) Full Supervision for quality assurance of construction works and safety compliance.
- d) Inspecting site activities and ensuring that work is done as per specifications and standard depicted in contract of deputed contractor and work is done as per drgs issued to contractor.
- e) Checking record of material received at site.
- f) Project scheduling and Milestone tracking.
- g) Monitoring and co-ordination of project.
- h) Follow-up and scheduling of project meetings with various agencies.

- i) Minuting and documentation/ filling of project information.
- j) Tracking and scheduling of project activities.
- k) Inspection of tender documents and quantities.
- l) Checking and certification of contractor's bills along with reconciliation of free issue materials.
- m) Verifying admissibility of contractor's claims, rate settlement and issuance of contact amendment as and when required.
- n) Any other related services a deemed fit and assigned to you.

Education Qualification B. Tech (Civil)

Competencies: Execution, Strategy Development, Decision Making, Technical competence etc.

Skill Sets: Industry Knowledge, Good Communication, Cost & Risk Management, Technically Sound etc.

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in/with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.