

Job Description

(i) General Manager (Buildings)

- Review the plans & designs submitted by the Project Management Consultant(PMC)
- Oversee the overall building design & architecture works
- Conduct field investigations, identify project feasibility, and recommend for its acceptance / non acceptance
- Review the bill of quantities and estimates and recommend for approval of the same
- Support in preparation of tender documents
- Monitor implementation of projects and supervise adherence to quality and safety standards

(ii) General Manager – Urban Infrastructure

- Head the planning and design function in the SPV and provide direction in this area of function.
- Review all area development plans or any such plans submitted by PMC and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMC and recommend for approval to the CEO/Competent Authority.
- Ensure adherence to various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time
- Co-ordinate with various government departments for compliance and capacity building
- Consult and interact with developers, contractors, members of the general public, NGO's and government agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions

- Oversees the collection, organization and maintenance of socio-economic, data for use in technical studies and reports; direct and participate in studies and collection of data in the field as needed
- Liaise with external legal experts / counsels, where required to seek guidance and advice;
- Any other responsibility as assigned by the Director (Technical and Operations).
- Responsible for project planning, review of design, procurement, execution, implementation and monitoring of all water and waste water treatment, water supply and sewerage network projects in a Smart city environment within time, budget and quality.
- Responsible to review and recommend for approval to the Director (Technical and Operations) the project implementation plans, schedules, estimates of costs submitted (PMC) within the set deadlines:
- Responsibility to ensure projects are completed in time and within budget;
- Responsibility to liase with all the stake holders such as Municipal Corporation, Urban Development Authorities, Police Department, power supply department,..etc. and keep them informed of all the activities being under taken so that services being provided by these stake holder departments are not affected.
- Responsible for validation of all invoices submitted by the engaged contractors/sub-contractors....etc.
- Any other task as assigned by Director (Technical and Operations)

(iii) Quantity Surveyor/ Billing Engineer

- Review architectural plans and prepare spatial needs
- Analyse the rates of the various works
- Preparation of BOQ, cost estimates etc
- Preparation of Contract Agreement in compliance with the Bid document.
- Set budgets for payments, inventory needs, and materials
- Analyze costs of maintenance and additional building needs
- Track changes in plans or constructions; update budgets
- Liaison between client and site managers/engineers

- Keep track of construction materials and inventory
- Identify potential financial or construction risks
- Checking of Bills
- Prepare payments for contractors and subcontractors
- Document progress, materials, and reports on project
- Assess maintenance costs and facilities management of developed assets

(iv) Contract Specialist

- Should be proficient in purchase of goods, works and service contracts
- Should have knowledge of procurement norms, procurement rules, guidelines, model procurement contracts and proficient with EPC, PPP types of contracts
- Should have knowledge of various acts of labour, environment, finance and taxation, etc.
- Should have good verbal, written, communication and negotiation skills.
- Should have been involved in drafting of atleast one procurement policy preferably for a government company, setting up the systems, rules and procedure for the same.
- Should have been involved in preparation of at least one bid document (EPC contract) of value not less than Rs 50.00 Cr.
- Responsible for the entire bid process management including but not limited reply to pre-bid queries, evaluation of bids and signing of the contract.
- Responsible for contract management post procurement until the contract is closed.
- Establish dispute resolution framework for the company
- Assist in compliance to various acts, rules and regulations