

**Post Name**

Manager/Dy. Manager/Officer- Facility

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for:-

**Roles & Responsibilities****Facilities Maintenance:**

- Oversee the maintenance, repair, and operation of all physical facilities, including buildings, equipment, and utilities.
- Develop and implement preventive maintenance programs to ensure the longevity and functionality of assets.

**Space Management:**

- Optimize the allocation and utilization of office and workspace areas to accommodate the needs of the University and its employees.
- Plan and coordinate office layout and workspace arrangements.

**Security and Safety:**

- Implement security measures, such as access control, surveillance systems, and alarm systems, to protect employees and assets.
- Develop and enforce safety protocols, emergency procedures, and evacuation plans.

**Vendor and Supplier Management:**

- Manage relationships with vendors, contractors, and service providers for maintenance, cleaning, security, and other facility-related services.
- Negotiate contracts and service agreements with vendors to ensure quality and cost-effectiveness.

**Budget and Financial Management:**

- Develop and manage the facility department's budget, including cost forecasting, expense control, and cost-saving initiatives.
- Monitor and track expenses related to facility management.

**Environmental Sustainability:**

- Implement and promote sustainable and eco-friendly practices in facility operations to support the organization's environmental goals.

**Compliance and Regulations:**

- Ensure compliance with local, state, and federal regulations and standards related to building codes, safety, and environmental requirements.

**Energy Management:**

- Monitor and optimize energy usage to reduce utility costs and promote energy efficiency.
- Explore and implement energy-saving initiatives and technologies.

**Project Management:**

- Oversee facility-related projects, such as renovations, expansions, or relocations.
- Develop project plans, budgets, and timelines.

**Space Planning and Design:**

- Collaborate with internal teams and architects to plan and design office spaces that meet the organization's needs for functionality and aesthetics.

**Emergency Response and Business Continuity:**

- Develop and maintain emergency response plans to address unexpected events or disasters.
- Ensure business continuity plans are in place for critical facility operations.

**Team Leadership:**

- Manage and lead a team of facility professionals, including maintenance staff, custodial personnel, and security personnel.
- Set performance expectations, provide guidance, and support professional development.

**Reporting and Documentation:**

- Prepare and maintain records, reports, and documentation related to facility management activities.
- Communicate key performance indicators and updates to senior management.

**Customer Service:**

- Address and resolve facility-related issues and requests from employees and stakeholders.
- Ensure a high level of customer satisfaction with facility services.

<b>Qualification</b>	<p><b>Manager:</b> Post graduate with minimum 60%. Engineering background is preferable.</p> <p><b>Dy. Manager/ Officer:</b> Any Graduate/Post graduate with minimum 60%. <u>OR</u> Diploma with min 8 years' experience in Facility. Engineering background is preferable.</p>
<b>Experience</b>	<p><b>Manager:</b></p> <ul style="list-style-type: none"> <li>• 8-10 years' experience in department of Facility /Administration</li> </ul> <p><b>Dy. Manager:</b></p> <ul style="list-style-type: none"> <li>• Min. 6years' experience in department of Facility /Administration</li> </ul> <p><b>Officer:</b></p> <ul style="list-style-type: none"> <li>• Min. 3 years' experience in department of Facility /Administration</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective time management skills to handle multiple tasks and priorities.</li> <li>• The capacity to negotiate effectively with vendors, contractors, and service providers to secure favourable terms.</li> <li>• A knack for identifying facility-related issues, analyzing them, and finding effective solutions.</li> <li>• Strong communication skills to collaborate with employees, vendors, and senior management, as well as to handle facility-related issues and requests.</li> </ul>
<b>Reporting</b>	Director (Administration) , GSFCU
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> <li>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> </ol>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20</p>

minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

### **Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee Members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

### **Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

### **Location**

Vadodara, Gujarat.