

APPOINTMENT OF MANAGER (ADMIN) UNDER SMART CITIES MISSION

No. KUIDFC/7/SCM/2017-18

Date: 04.08.2018

Seven cities from Karnataka are selected in the prestigious Smart Cities Mission. Karnataka Urban Infrastructure Development and Finance Corporation Limited (KUIDFC) is appointed as the State Level Nodal Agency (SLNA) for implementation of SCM. For projectivisation of the sub-projects / smart city proposals of the cities, the SLNA now invites application from the eligible candidates for the post of Manager (Admin). The interested candidates shall furnish information in support of the required qualification and experience to carry out the said services.

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DESCRIPTION	MANAGER (ADMINISTRATION)
EDUCATIONAL QUALIFICATION	Master's Degree in any discipline with minimum 60%.
MINIMUM EXPERIENCE	<ul style="list-style-type: none">• Shall have at least 8 years of experience in office administration.• Preference to candidates who worked in Government / Externally Aided Projects / time bound projects.• Good communication & organization skills.• Age limit: 40 years
NUMBER OF POSTS & LOCATION	Six (6). One each at Belagavi, Davanagere, Hubballi Dharwad, Mangaluru, Shivamogga & Tumakuru.
DURATION	1 year (renewal based on performance & project requirement, after one year)
ROLES & RESPONSIBILITIES	<ol style="list-style-type: none">a. Planning and coordinating administrative procedures and systems and devising ways to streamline office administration processes.b. Ensure the smooth and adequate flow of information within the company to facilitate better operations.c. Coordination with nodal agency / GoK / GoI in providing information.d. Complete tasks by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.e. Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.f. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraintsg. Oversee facilities services, maintenance activities and tradespersons.
SELECTION CRITERIA	<ul style="list-style-type: none">• Short listing based on eligibility criteria.• Followed by, personal interview by a Selection Committee, if necessary.
APPLICATION	Candidates shall submit their application in Standard CV format along with relevant certificates/documents through post only.

Candidate to indicate expected remuneration.

The proposal shall be submitted on or before 31/08/2018(5:00 p.m.), by post only, to the following address. Heading of the post should be **"Application for the post of Manager (Admin) under Smart Cities Mission"**

Address	: The Managing Director, Karnataka Urban Infrastructure Development and Finance Corporation : Nagaravivridi Bhavan, #22, 17th F Cross, Binnamangala, 2nd Stage, Old Madras Road, Indira Nagar, Near BMTC Bus Depot, Bangalore – 560 038 www.kuidfc.com
Telephone	: + 91- 80-25196159

Managing Director, KUIDFC