

**NATIONAL INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION**  
**(NICDC) LIMITED**

**Job description for the post of “Manager-Projects & Planning”**

**COMPANY PROFILE**

National Industrial Corridor project vision is to create strong economic base with globally competitive environment and state of the art infrastructure to activate local commerce, enhance foreign investments and attain sustainable developments.

The project is conceived to be developed as a Global Manufacturing, Investment Destination Hubs and Smart Cities with the best in-class infrastructure. The concept of formation of Industrial Corridors has been envisaged on the backbone of major transportation corridors like Eastern & Western Dedicated Freight Corridors and some of the recently announced freight corridors i.e. East West, East Coast and North South, Expressways and National Highways, proximity to ports, airports, etc. The objective is to create greenfield smart industrial cities with sustainable, ‘plug n play’, ICT enabled utilities to facilitate the manufacturing investments into the country by providing quality, reliable, sustainable and resilient infrastructure for the industries.

**JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

- Regular liaisoning and project coordination with various stakeholders including consultants, Central and State Government departments, contractors to ensure smooth implementation of project;
- Coordinate with internal resources and third parties/vendors/contractors for the flawless execution of project;
- Assist in the development of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- Create and maintain comprehensive project documentation;
- Track project performance, specifically to analyze the successful completion of short and long-term goals;
- Monthly/Quarterly project on MIS system of Government of India like NIP, PMO, OCMS (MOSPI);
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing;
- Monitor project milestones and deliverables;
- Meet financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analysing variances, and initiating corrective actions;
- Monitor costs incurred to identify budget issues;
- Coordinating with PMNC/contractors to make sure that all parties are on track with project requirements, deadlines, and schedules;
- Study, analyze & execute works as per drawings, specifications & standards and ensure quality, efficiency & cost controlling;
- Meeting with project team members to identify and resolve issues;
- Submitting project deliverables and ensuring that they adhere to quality standards;

- Preparing status reports by gathering, analysing and summarizing relevant information from all stakeholders/project SPV regularly;
- Establishing effective project communication plans and ensuring their execution;
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget;
- To verify bills raised by the contractor or any other vendor. This includes on-site verification of measurement and verification of rates with tenders/contracts;
- Manage relationship with all stakeholders;
- Identify, report, and escalate issues to management if necessary;
- Attend conferences and training as required to maintain proficiency;
- Tracking and maintaining current States of the issues on various Government portals;
- Review of the cost estimates and financial analysis of the project;
- Responsible for giving inputs to Annual Reports and Updation of website;
- Co-ordinate with State department for addressing the projects issues;
- Any other tasks as assigned by the Management.

### **MINIMUM REQUIREMENTS**

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Candidate should not be more than 35 years as on 31<sup>st</sup> August, 2022.
3. **Academic Qualification:** B.E./B.Tech in Civil and Masters in Project Management/Operations Management/Construction Management or similar degree from a recognised university with a good academic record.
4. **Experience:** Minimum 07 years of experience in dealing with project management, analysis, modelling, strategy, structuring, PPP Procurement, Concession Agreement, Risk Management, Government Interface and its related areas. Candidate having an experience of working in a Government Sector/organization will be preferred.

### **KNOWLEDGE AND SKILLS:**

- Must possess understanding of Planning and Implementation of Multifunctional nature of Industrial and Infrastructure projects.
- Skills in organizing resources and establishing priorities.
- Knowledge of commercial, financial and legal regulations applicable to Infrastructure sector in India.
- Knowledge of the sector and factor directly / indirectly influencing it.
- Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage.
- Ability to contribute to knowledge management systems and procedures.
- Skills in organizing resources and establishing priorities.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituencies in a diverse community.

- Analytical reasoning and decision-making ability.
- Ability to communicate effectively, both orally and in writing.
- GFR guidelines- conversant with Government procurement guidelines like GFR, Manual of procurement of works, services and consultancy of FIDIC.
- Report writing skills.

### **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Manager-Projects & Planning**” and reporting will be directly to the Deputy General Manager and to Department Head of NICDC Ltd. The job location will be in Delhi but may require frequent travel to various states.

**PAY BAND:** E-3 Rs. 60,000-1,80,000/- (CTC approx. Rs. 15 lakhs per annum)

### **HOW TO APPLY**

Duly filled application form along with the resumes may be uploaded on the Company’s website i.e., [www.nicdc.in](http://www.nicdc.in) (Careers> Current Opening>Apply Online) or the same may be mailed on [jobs@nicdc.in](mailto:jobs@nicdc.in). Last date for submission is **22<sup>nd</sup> August, 2022** by **17:00 HRS.**

**SELECTION PROCESS:** A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

**DISCLAIMER:** This is not a Government job as NICDC is not a Government Company.