



Birla Institute of Technology & Science, Pilani

Dubai Campus

Advertisement No.: BPDC/NT/12/2023

RECRUITMENT	
Position Title	Executive – Facilities Management
Position Level	Executive
Reporting to	Senior Manager – Facilities Management
Department/Division	Facilities Management
Location	Dubai
No. of position	1
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering and technology education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and Far East.</p> <p>BPDC is approved by University Grants Commission and Ministry of Human Resource Development, Government of India and is permitted by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</p> <p>BPDC offers B.E, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 companies, facilitates industry attachment for students in preparation for future careers.</p>
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
POSITION SUMMARY	<ul style="list-style-type: none">• Possessing a concentrated expertise in diverse areas such as operations, technical services, and asset/property management.• A goal-driven professional with outstanding communication and interpersonal abilities.• Proficient in overseeing entire facilities, including maintenance, security services, transportation, and more.
POSITION RESPONSIBILITIES AND ACCOUNTABILITIES	<p>The responsibilities include, but are not limited to:</p> <ul style="list-style-type: none">• Supervising facility refurbishments and renovations, providing regular updates to the line manager.• Collaborating with the maintenance staff to develop a preventive maintenance program.• Conducting inspections of facilities and equipment to assess the required service and maintenance needs.

	<ul style="list-style-type: none"> • Assisting the line manager in obtaining daily requirements and services. • Coordinating with third parties and stakeholders to arrange necessary transportation facilities. • Communicating with supervisors to uphold the cleanliness and maintenance of the campus and hostel. • Monitoring contractors to ensure the delivery of services as per the agreement. • Supporting the line manager in ensuring campus and hostel safety by deploying and monitoring security personnel. • Overseeing the consumption of spares and consumables, and updating the line manager. • Providing necessary specifications and requirements to the purchasing department and coordinating department purchases. • Ensuring that all specified services are carried out in compliance with operating procedures, statutory requirements, and health and safety guidelines.
INSTITUTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES	<ul style="list-style-type: none"> • Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviours. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
QUALIFICATIONS AND SKILLS	<ul style="list-style-type: none"> • Possesses a degree in Mechanical/Electrical engineering. • Brings a minimum of 3 to 5 years of experience in maintenance/facility management, specifically within university/hospitality/large facilities in the UAE. • Demonstrates expertise in HVAC systems. • Possesses comprehensive knowledge of water and plumbing systems. • Exhibits the ability to manage manpower effectively. • Capable of working under pressure and within tight timelines. • Responsible for scheduling and assigning work to contract workers/supervisors based on priorities.
REMUNERATION	Commensurate with qualifications and experience
<p>Interested candidates meeting the above qualifications and experience must apply online at http://universe.bits-pilani.ac.in/dubai/careers by 3-June-2024 . Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p> <p style="text-align: right;">BITS Pilani, Dubai Campus</p>	