



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager - Security

Indian Institute of Management Ahmedabad (IIMA) needs a self-motivated and dynamic **Assistant Manager - Security** to carry out various job functions.

Brief Job Description (though not exhaustive):

- Ensure safe/secure campus and surrounding areas.
- Managing and controlling the authorized entry and exit of persons, vehicles and goods/materials.
- Reporting of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Liaison with Government Officials and external agencies.
- Ensure smooth functioning of Institute Events conducted by students as well as VIP Movements.
- Implementation of Identity Passes/Gate Passes/ to allow only authorized man/material in the institute during events and VIP movements.
- Planning and implementing investigation and search procedures at entry/exit to prevent theft of material.
- Installation and Supervision of Fire Fighting Equipment and procedures along with training to staff.
- Scrutiny and verifications of Invoices through SAP (ERP System).
- To handle the security personnel of the Institute, supervise their work and submit a monthly report to Assistant General Manager – Estate.
- Regulate movement of vehicular traffic/parking control within the campus and in front of the gates.
- Liaison with the local police and lodging FIR on behalf of IIM, Ahmedabad
- Helping students of foreign nationals in FRRO Registration.

Qualification & Experience:

- The candidate should be graduate in any discipline with minimum second class from any recognized university.
- The candidate should have minimum ten (10) years of relevant experience.
- The candidate should be proficient in MS-Office and preference will be given to the candidate having hands on experience with SAP.

Key skills requirement:

- Should be fluent in Hindi and Gujarati Languages and intermediate knowledge of English language is must.
- Untiring attitude, dedication, and ability to work for long hours.
- Assume a fast-paced approach to the responsibilities.
- Should be able to handle a multitude of tasks.
- Good verbal and written communication skills.
- Interpersonal skills and the ability to work well with people at all levels.
- Attention to detail and a well-organized approach to work.
- Integrity and discretion when handling confidential information.
- Good coordination with all departments.

Reporting to: The selected person will report to the Assistant General Manager – Estate.

Age: Maximum 40 years as on last date of Application. Institute provide age relaxation as per GOI rules.

Salary & Allowances: Selected candidate will be offered Tenure Based Scaled Contract on Pay level basis as per the 7th Central Pay Commission. Initially the tenure will be for three years which may be extended for further period as required. **Salary will not be a constraint for the deserving candidate and will be commensurate with the candidate's profile and experience.**

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **January 13, 2022**.

[Click here to Apply](#)