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| **Designation : Project Manager (2 vacancy)** | |
| Job Description | Will be responsible for:   * Overall Project Management, Development and Construction of all works   + Preparation of Concept note and approach papers   + Procurement for service (consultants) and works   + Construction Management   + Contract Management   + Team Management   + Overall Coordination and reporting to MD, KSFDC |
| Academic Qualification | * Graduate Degree in Civil Engineering * Additional weightage for Post Graduate Degree in Engineering, Management/MBA or equivalent |
| Experience | * Minimum 10 years of experience in development of infrastructure and civil engineering projects * Project Management and Procurement experience of at least 2 major infrastructure projects. * Additional weightage for experience in development of film city, festival complex, cultural complexes and high value building and architectural projects |
| Maximum Age Limit | 40 years |
| Pay | * Rs. 80000/- per month (Consolidated) |
| Terms of Engagement | * The engagement will be for a period of 2 years on contract basis, which will be extended on requirement. * Other standard terms and conditions as applicable to such appointment in Government of Kerala |
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**Wanted Project Manager**

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| **Designation : Project Assistant (2 vacancy)** | |
| Job Description | Will be responsible for:   * Secretarial assistance to MD, KSFDC and Project Manager on all works related to project. * Document Control. * Any other works assigned by MD. KSFDC |
| Academic Qualification | * Graduate Degree in any discipline * Additional weightage for diploma in secretarial practice or additional qualification in computers. |
| Experience | * Minimum 3 years of similar experience in development of infrastructure and civil engineering projects. * Adept in working with software MS Office, MS Excel and MS PowerPoint * Proficiency in English and Malayalam typing |
| Maximum Age Limit | 28 years |
| Pay | * Rs. 20000/- per month (Consolidated) |
| Terms of Engagement | * The engagement will be for a period of 2 years on contract basis, which will be extended on requirement. * Other standard terms and conditions as applicable to such appointment in Government of Kerala |

**Wanted Office Assistant**

**Address to which applications are to be sent – Managing Director, KSFDC, Chalachitra Kalabhavan, Vazhuthacaud, Thiruvananthapuram – 695 014.**

**Last date for submitting Application –20.01.18 3PM**