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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
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**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**