

About NaBFID

National Bank for Financing Infrastructure and Development (NaBFID) has been set up under an Act of Parliament (NaBFID Act, 2021), as the principal entity for infrastructure financing in the country. The entity is regulated and supervised as an All-India Financial Institution (AIFI) by the Reserve Bank of India (RBI). NaBFID is poised to play an extremely crucial role in supporting infrastructure funding by driving the development of innovative financing instruments and development of bond and derivatives markets and promoting best practices in financing and data-driven risk management.

*NaBFID is looking to hire a strong leadership team, committed to the cause for which NaBFID is set up and to help with the national agenda, inviting applications for role of **“Vice President - Administration”**.*

Job Profile

S/he will be responsible for NaBFID's physical infrastructure and administrative offices are fully functional along with office security, facilities management, and procurement for smooth functioning of the organization.

Job Title	Vice President-Administration	Grade	VP
Department	Administration	Reporting To	Executive Vice President
Location	Mumbai	Team	To be built
Age	55 years and below (As on date of advertisement)		

Primary Job Duties/Responsibilities

The key job duties/responsibilities are enumerated below:

- Ensure that the physical infrastructure and offices of NaBFID are fully operational with all utilities functioning properly
- Collaborate with the management team to draft and implement an annual administrative budget
- Create the physical infrastructure as an environmentally friendly office and maintain office space aligned to the brand ethos
- Create and maintain the organization's administrative policies and procedures manual
- Ensure compliance with state and central regulations, and assist with energy management
- Define protocols to deal with emergencies as they arise and employees of these emergency protocols
- Oversee and manage physical security of buildings and offices
- Manage the Helpdesk team offering services such as travel and stay services during national and international travel. This would include coordinating with various external services for visa, air and train tickets, forex services, hotel and guest house stay etc.
- Co-ordinate with the Information Technology team for purchase and judicious use of IT equipment such as desktops, laptops, tablets, servers etc.
- Create ergonomically designed office infrastructure

- Procurement through Government E-Market place (GeM) and other marketplace in compliance with internal procurement policy / GFR guidelines.
- Formulation & periodic review of procurement policy for the bank.
- Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment
- Maintain ongoing communication with contractors, clients, and internal teams
- Source and oversee contracts and service providers for functions such as catering, cleaning, parking, security, and technology
- Plan for the future by forecasting the facility's upcoming needs and requirements
- Responsible for organizing Board-level meetings
- Any other assignment as may be assigned by the Bank from time to time

Professional Experience

- Minimum 15 years of experience in General Office Administration / Infrastructure Management/ Facilities Management / Vendor Management; of which 5 years should be working in a similar role at a large corporate
- Working knowledge of RTI Act and Official Languages Act
- Knowledge of safety standards, environmental regulations, and applicable statutes and laws
- Knowledge of green office set-up
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Well organized, detail and customer (internal and external) oriented self-starter
- Strong procurement and negotiation skills
- Knowledge of GFR Rules and public procurement guidelines
- Experience in managing physical security systems of office buildings
- High interpersonal skills with high resilience
- Strong skills in liaising and public relations

Educational Qualifications

Graduate /Postgraduate in any discipline from a recognized University / Institution

Term

Contractual Engagement will be for a minimum of 3 years to maximum of 5 years, which may be renewed for additional term at the discretion of NaBFID.

Remuneration

Remuneration will be offered based on qualification, experience, suitability, last drawn salary, and market benchmark and shall not be a limiting factor for suitable candidates.

Interested candidates (Indian Citizens) may send their CVs (including a passport sized photograph) via email to recruitment@nabfid.org. **The subject line should STRICTLY be “APPLICATION FOR THE POST OF <Job Code>”.**

All applications will be held in strict confidence and should be received by 6:00 pm IST on or before 18-July -2023.

Selection will be solely at the discretion of NaBFID’s Selection Committee, and their decision will be final.