UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.
ABOUT MUWCI

UWC Mahindra College is a pre-university residential high school for 240 students aged 16 to 19 representing more than 80 countries. The College offers the globally recognised 2-year International Baccalaureate Diploma Programme, taught by 30 faculty members from around the world. Resting in a 175-acre biodiversity reserve, our campus is located amidst the greater Western Ghats – one of the world’s biodiversity hotspots.

ABOUT THE POSITION

UWC Mahindra College seeks a capable and adaptable individual who is deeply committed to UWC ideals, to coordinate non-academic operations as per the description below. The Assistant Head of CIS will be a full-time residential member of the college’s administrative staff and will report to the Head of CIS.

Applicants with professional history demonstrating the following key skills are desired:

- Leadership and people management
- Communication and conflict management
- Organizing and multitasking
- Vendor management
- Technical Infrastructure Experience (Electrical & Mechanical)
- Estate Management with fair knowledge of civil work
- Sustainability
MAIN RESPONSIBILITIES

Specific areas of responsibility include the following:

- Overall responsibility of the health and safety of students, faculty, employees and visitors, including medical services
- Overall responsibility for the maintenance and operation of campus infrastructure and services including:
  - Operations and maintenance of the different equipments and plants
  - Repairs and maintenance of existing buildings
  - Major modifications to existing buildings
  - New buildings / constructions

- Overall responsibility for the operation of campus services including:
  - Facility Management
  - Security
  - Catering/ Cafeteria
  - Facility Management
  - Hospitality

- Safety and Risk Assessments
- Vendor Management. Assist in purchase and procurement on as required basis
- Office administration including budget planning, preparation and control
- Supporting college events
- Liaison with local community and government bodies including Forest and Police Officials
- Statutory compliance and legal liaison
- Fulfills other responsibilities as assigned by the Head of College/CIS
Essential Duties and Responsibilities:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance
- To manage the facility Maintenance team to maximum efficiency
- To oversee all building, electrical, water management etc. activities of campus.
- To be responsible for preserving the good condition of infrastructure and ensure that facilities are safe and well-functioning
- Scheduling preventive maintenance checks and follow up checklists
- To maintain data of all activities/departments under you.
- To maintain historical information of all machineries and equipments on campus
- Maintain compliance with all college policies and procedures.
- Team work especially with Head of CIS

HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Mr. Gaurav Chopra at vacancies@muwci.net

- Curriculum Vitae
- Cover letter outlining how your qualifications and experience match the position requirements;
- Contact information for two referees (both telephone and email contacts);

Deadline: Applications will be accepted till 15th March 2023 or until the position is filled, whichever is earlier.