

## **Recruitment for the post of “Chief Operating Officer (COO)”**

### **PROJECT PROFILE:**

Exhibitions are a vital link to connect the local manufacturers with global buyers and to serve as a platform to exchange business ideas. India lacks an integrated world class facility which can meet the requirements of global exhibition-cum-convention operators in terms of space, project facilities, transportation linkages, etc. Only a few centres in terms of organized space are available in the country.

In the absence of world class exhibition and conference facilities, India has not benefited from the potential benefits of this development. In order to capitalize on this vast market and to drive India’s industry, commerce, trade and tourism, DMICDC under Department of Industrial Policy & Promotion has taken the initiative to develop a state- of- the-art Exhibition-cum-Convention Centre at Delhi. The various project components proposed to be developed as part of ECC Project Exhibition halls, Convention Centres, Banquet halls, Arena, Financial centre, Hotels, Food & Beverage (F&B) outlets, Commercial and Retail services and Common internal infrastructure facilities etc.

The project SPV for undertaking all project development activities for all the above highlighted points is under formation and will be incorporated shortly as a 100% SPV of DIPP.

DMICDC is inviting application for the post of “Chief Operating Officer (COO)” for the proposed SPV i.e. IECC Company Ltd.

### **JOB DESCRIPTION AND KEY RESPONSIBILITIES:**

- Designing and implementing business strategies, plans and procedures.
- Supervise and coordinate the day-to-day operations of assigned departments.
- Oversees the development and implementation of short-range and long-range goals and business plans.
- Identify, develop, execute and monitor annual operating plans, with specific goals, priorities and actions, at each branch.
- Reviews all contracts for appropriateness of scope, fiscal impact and timelines.
- Provides the leadership to execute on vision, strategy and goals, to achieve operational success.
- Works with the CEO to establish overall growth and new development strategies and translates those strategies into operational plans for each area.
- Leads initiatives to design and implement work flow/process improvements utilizing quality approaches.
- Lead implementation of strategic plan and organizational development of new programs and opportunities.
- Manages the activities involved in achieving the financial targets of each individual site.
- Contributes to business plans and business development activities to assess potential new or expanded sites, services and programs.
- Provides leadership, motivation, and direction to all employees.

- Proactively communicate with the CEO as well as the leadership team to keep them informed regarding all critical issues.
- Responsible for implementation of assigned board actions, and support the CEO and leadership team as requested for their assigned board actions.

## MINIMUM REQUIREMENTS

1. **Nationality:** Candidate from Indian nationality only.
2. **Preferable Age:** Should not be more than 45 years.
3. **Academic Qualification:** Masters in Business Administration from a reputed institution
4. **Experience:** Minimum 10 years of experience in Project Planning, Monitoring and Implementation. 5 years' experience in supervisory position leading a team.

## KNOWLEDGE & SKILLS

- Knowledge of budgeting, sales, business development, and strategic planning.
- Ability to carry out discussions with various Central and State Governments Departments.
- Skills in organising resources and establishing priorities.
- Ability to contribute to knowledge management systems and procedures.
- Decision making ability.
- Analytical ability.
- Knowledge of project structuring and procurement of large infrastructure projects under PPP/EPC mode of delivery will be an added advantage.
- Knowledge and understanding of institutional goals, objectives, structure and operations.
- Knowledge of applicable legislation, standards, policies and procedures sector specific area and the regulatory environment within which they operate.
- Knowledge of cost analysis techniques, financial planning and report preparation.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple developmental, enhancement, and/or modification projects at an institutional level.
- Excellent communication, interpersonal, and team building skills.
- Strategic planning skills.
- Ability to gather data, investigate and analyse information while being able to draw conclusions and issue recommendations.
- Ability to perform complex tasks and to prioritize multiple projects
- Ability to work effectively with representatives of centre, state and local governments

## **DESIGNATION, REPORTING & JOB LOCATION**

The designation shall be “**Chief Operating Officer (COO)**” and the reporting will be to the Managing Director. The job location will be in Delhi/ NCR but may require frequent travel.

## **SALARY**

- As per Industry standards

## **HOW TO APPLY:**

Duly filled in application form along with the Curriculum Vitae may be sent by post at the following address and it should reach this office on or before **17:00 HRS on 20<sup>th</sup> March, 2017.**

### **Delhi Mumbai Industrial Corridor Development Corporation Limited**

Room No. 341-B, 3rd Floor, Hotel Ashok,  
Diplomatic Enclave, 50 B Chanakyapuri,  
New Delhi - 110 021.

Tel No: 011-2611 8884-8, Fax: 011-2611 8889

Email: [Jobs@dmicdc.com](mailto:Jobs@dmicdc.com)

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

## **SELECTION PROCESS**

- A Selection Committee will short list, interview and recommend the candidate.