



INVITATION FOR APPLICATIONS TO THE POST OF MANAGER-FACILITY & INFRASTRUCTURE-NCE

All India Football Federation is looking to hire a qualified professional to join as Manager - Facility & Infrastructure responsible for managing all the Facilities & Infrastructure of the AIFF National Centre of Excellence (NCE) at Rajarhat, Kolkata.

#	Particulars	Details
1	Designation	Manager-Facility & Infrastructure-NCE
2	Type of Employment	Contractual (for a period of 1 year with renewal clause)
3	Email Id	hr@the-aiff.com
4	Email subject	Application for the post of Manager- Facility & Infrastructure, NCE, Kolkata
5	Application deadline	10 April 2023
6	Base location	National Centre For Excellence, Rajarhat, Kolkata
7	Remuneration Packagae	As per industry standards.

Key Deliverables:

#	
1	To technically coordinate and regularly inspect the National Centre of Excellence, Rajarhat, Kolkata.
2	To review preliminary and detailed design drawing submissions related to new sites and structures at the NCE, Rajarhat, Kolkata.
3	To perform fieldwork such as surveying, handling inspection and enforcement of infrastructure installations.
4	To assist the building contractors with troubleshooting infrastructure and development related issues.
5	To prepare technical memos, reports for committee and council, tender documents.
6	To prepare specifications/technical proposals and reporting information to management as and when required.
7	To plan, implement & manage procedures to optimize inventory.
8	To ensure all incoming assets are noted in the Inventory Register.
9	To maintain record of all receipts and issued items/kits to the concerned department(s) of AIFF.
10	To maintain expense records in Inventories/Registers.
11	To record daily deliveries and shipments to reconcile inventory.
12	To use software like SAP, Agile & Excel to monitor demand and document characteristics of inventory.

13	To coordinate with the concerned department(s) and respective equipment suppliers/ vendors to ensure smooth delivery of the kit and football equipment within India, and if need be, outside India.
14	To analyse data and work with various departments to anticipate all the future needs and ensure timely delivery of the requirements.
15	To record periodic deliveries and shipments to teams to reconcile inventory.
16	To conduct quarterly, half yearly and annual stock verification and coordinate at the time of audit of Stocks by Auditors.
17	To inspect football facilities/stadiums as and when required.

Qualifications:

- Bachelor's degree in any field.
- 3-5 years of experience in operations/ facilities maintenance or more than 7 years of experience in project management/operations.
- Prior work experience in prestigious sports competitions. Experience in key football competitions is desirable.
- FIFA certification in turf maintenance.

Only shortlisted candidates will be called to attend a face to face interview at a time & date which will be communicated via email. AIFF reserves the right to cancel/reject the vacancy or applications without assigning any reason.