

## **Job Description**

### **Director – Facility Management**

**Department:** Facility

**Organization:** International Center of Excellence in Mining (iCEM)

**Location:** iCEM Campus, Dev Dholera

### **About iCEM**

iCEM is an autonomous institution established by the Government of Gujarat under the auspices of the Gujarat Mineral Development Corporation. With a vision to be India's leading institute for enabling sustainable mining from societal, environmental and commercial standpoints, iCEM aims to catalyse growth of the mining sector, helping it become more efficient, safe and sustainable.

Recognising the ever-evolving mining landscape and its impact on both economic growth and the environment, iCEM adopts a comprehensive approach that encompasses capacity building and skill development, developing knowledge resources, evaluating best-in-class technologies, validating breakthrough innovations for adoption in GMDC, and forging strategic collaborations with reputed national and international institutions.

Address:

Opp. Kensville Golf Resort,

Devdholera Village,

Off. Bavla - Rajkot Highway,

Ta: Bavla, Dist.: Ahmedabad,

Gujarat (India) – 382 240

### **Role Purpose**

At iCEM, the Director – Facility Management will shape a campus that enables excellence. This role is about creating a safe, efficient, and future-ready environment where training, innovation, establishing industrial-grade infrastructure and institutional growth can thrive.

By leading the planning, development, and management of infrastructure, the Director will ensure high standards of safety, sustainability, and user experience, while maximizing the value of every resource.

## **Key Objectives**

- Ensure seamless, reliable operations of the entire campus, including infrastructure for labs, R&D facilities, and the mineral processing plant.
- Establish robust facility management systems, processes, and governance frameworks to drive consistency, control, and long-term efficiency.
- Deliver high-quality facility and support services that effectively enable training, innovation, and institutional activities.
- Drive a strong culture of safety, sustainability, and operational excellence across all infrastructure and facility operations.
- Position iCEM as a benchmark institutional campus by maintaining world-class standards in infrastructure, facilities, and user experience.

## **Role Positioning within iCEM Structure**

- **Reports to:** CEO – iCEM
- **Directly Leads:**
  - Sr. Executive / AM – Facility Operations, Maintenance, Admin Services
  - Engineering, Housekeeping, Security, Support staff and Drivers
- **Works Closely With:**
  - All the directors and senior management of iCEM
  - External vendors and service providers of facility

## **Illustrative Job Role**

- Overall management of corporate and project facilities
- Administration and maintenance of infrastructure assets
- Ensuring operational efficiency and statutory compliance
- Cost optimization and service quality enhancement
- Strategic planning for facility expansion and modernization
- Management of outsourced manpower and service providers

## **Key Responsibilities**

### **1. Facility Planning & Development**

- Lead planning, design coordination, and execution of new infrastructure and upgrades
- Align infrastructure development with training, R&D, and mineral processing requirements
- Support campus expansion and master planning initiatives

### **2. Facility Operations & Infrastructure Management**

- Oversee end-to-end operations of campus infrastructure including training spaces, laboratories, R&D facilities, guest facilities, utilities, and industrial plant

- Ensure high uptime, reliability, and service quality across all facilities
- Establish robust maintenance systems (preventive, predictive, and corrective)

### **3. Industrial Infrastructure & Plant Support**

- Ensure reliable infrastructure support for the mineral processing plant including utilities, maintenance systems, and uptime management
- Coordinate with technical and operations teams to align infrastructure with plant requirements
- Implement maintenance strategies aligned with industrial best practices

### **4. Asset Lifecycle & Capital Planning**

- Lead lifecycle management of all infrastructure assets (including vehicles) from planning and commissioning to maintenance and replacement
- Develop and manage annual Capex and Opex budgets for facilities and infrastructure
- Optimize asset utilization and ensure long-term value creation

### **5. Vendor & Contract Management**

- Onboarding vendors & Manage service providers for maintenance, utilities, security, housekeeping, and specialized services (Security services, Pantry & catering services, Horticulture & landscaping, Transport management)
- Ensure service delivery, compliance, and cost optimization through effective contract management
- Establish performance-based vendor management systems
- Manage Annual Maintenance Contracts (AMC), service agreements, and outsourced facility manpower.

### **6. Financial & Commercial Management**

- Drive cost efficiency and financial discipline across all facility operations
- Evaluate infrastructure investments based on lifecycle cost and ROI
- Optimize resource allocation and operational expenditure

### **7. Safety, Compliance & Risk Management**

- Ensure compliance with statutory, industrial, environmental, and safety regulations
- Implement systems for fire safety, emergency response, and workplace safety
- Drive a strong safety culture across campus and industrial operations

### **8. Sustainability & Resource Efficiency**

- Lead initiatives in energy efficiency, water conservation, and waste management
- Promote green campus development and sustainable infrastructure practices
- Monitor and improve environmental performance metrics

### **9. Institutional Support & Coordination**

- Provide infrastructure and logistics support for training, R&D, and institutional events
- Ensure seamless coordination across departments
- Support high-quality user experience across campus

## **10. Facility Governance & Performance Management**

- Develop and implement policies, SOPs, and governance frameworks
- Drive continuous improvement and benchmarking with leading institutions
- Liaise with government authorities, GMDC, and regulatory bodies
- Support infrastructure approvals, audits, and compliance requirements
- Represent facility and infrastructure matters at leadership level

## **11. Leadership & Strategic Functions**

- Policy formulation
- Team leadership
- Multi-location facility coordination
- Digital facility management systems
- Business continuity & emergency response planning

## **Key Competencies**

- Strong leadership & administrative capability
- Vendor negotiation skills
- Infrastructure & Asset Management
- Strategic Planning & Analytical Thinking
- Industrial & Operational Integration
- Financial & Commercial Acumen
- Safety, Compliance & Leadership
- Technology-driven facility management approach

## **Experience**

Minimum 20 - 25 years of post-qualification experience in:

- Facility Management
- Administration
- Infrastructure Operations
- Estate Management
- Industrial Township Management
- Corporate Services
- Hospitality & Support Services

## **Desirable Industry Exposure**

Preference may be given to candidates having experience in:

- PSU / Government organizations
- Mining sector
- Power sector
- Large manufacturing industries
- Infrastructure companies

- Smart campus / integrated township management

## **Qualification**

### **Essential Qualification**

- Master's / Bachelor's Degree in any one of the following disciplines from a recognized University/Institution:
  - Infrastructure / Industrial Management
  - Hotel & Hospitality Management
  - Engineering (Civil / Electrical / Mechanical)
- Prefer the Professional Certifications such as:
  - Certified Facility Manager (CFM)
  - Facility Management Professional (FMP)
  - LEED / Green Building Certification
  - IOSH / NEBOSH / Safety Certification
  - Project Management Certification (PMP/IIFM/PRINCE2)

### **Key Success Indicators (KSIs)**

- Integrated Campus Operations Excellence
- Facility Systems & Governance Framework
- High-Quality Support Services Delivery
- Safety, Sustainability & Benchmarking