



# Birla Institute of Technology & Science, Pilani

## Dubai Campus

Advertisement No.: BPDC/NT/12/2023

RECRUITMENT	
<b>Position Title</b>	<b>Technical Assistant</b>
<b>Position Level</b>	Technical Assistant
<b>Reporting to</b>	Executive/Senior Manager – Facilities Management
<b>Department/Division</b>	Facilities Management
<b>Location</b>	Dubai
<b>No. of position</b>	2
<b>About BITS-Pilani Dubai Campus</b> ( <a href="https://www.bits-pilani.ac.in/dubai/">https://www.bits-pilani.ac.in/dubai/</a> )	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering and technology education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and Far East.</p> <p>BPDC is approved by University Grants Commission and Ministry of Human Resource Development, Government of India and is permitted by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</p> <p>BPDC offers B.E, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 400 companies, facilitates industry attachment for students in preparation for future careers.</p>
<b>BPDC as a preferred workplace</b>	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
<b>POSITION SUMMARY</b>	<ul style="list-style-type: none"><li>• Oversee the tasks of designated staff and contractors, actively engaging in the upkeep, maintenance, and repair activities of academic and hostel buildings within the campus.</li><li>• Support the Executive /Senior Manager – Facilities Management by obtaining maintenance records and inspection reports from contractors.</li></ul>
<b>POSITION RESPONSIBILITIES AND ACCOUNTABILITIES</b>	<ul style="list-style-type: none"><li>• Ensure compliance with safety regulations and practices.</li><li>• Supervise the cleaning and upkeep of both interior and exterior spaces, including the relocation of offices and classrooms, and arrangements for special events.</li><li>• Participate in breakdowns and preventive maintenance activities alongside contract workers.</li><li>• Execute internal modifications, renovations, and refurbishments using existing manpower as instructed by the line manager.</li></ul>

	<ul style="list-style-type: none"> <li>• Regularly compile lists of required spares and consumables based on current needs and submit them to the line manager.</li> <li>• Swiftly respond to emergencies, such as power failures and fires, as well as other operational needs as requested.</li> <li>• Keep the manager informed of daily activities and any exceptional occurrences that may demand immediate attention.</li> </ul>
<b>INSTITUTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.</li> <li>• Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.</li> <li>• Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviours.</li> <li>• Actively engage in and embrace professional development opportunities.</li> <li>• Undertake any reasonable tasks as directed.</li> </ul>
<b>QUALIFICATIONS AND SKILLS</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Possession of a Diploma in Mechanical/Electrical engineering.</li> <li>• Minimum of 10 years of hands-on experience in maintenance/facility management within university/hospitality or larger facilities.</li> <li>• Thorough understanding of electrical systems up to medium voltage.</li> <li>• Expertise in HVAC systems, including chill water plant, FCU's/DX, package/split unit installation, and troubleshooting.</li> <li>• Comprehensive knowledge of water and plumbing systems.</li> <li>• Experience with fire alarm and firefighting systems.</li> <li>• Authorized decision-making capability for minor maintenance and repairs.</li> <li>• Proficient in scheduling and assigning work for contract workers based on priorities.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous experience or understanding of the challenges related to communication with individuals whose first language is not English.</li> <li>• Demonstrated ability to collaborate effectively within a team to achieve business objectives.</li> <li>• Dedication to continuous improvement and adherence to best practice principles.</li> </ul>
<b>REMUNERATION</b>	Commensurate with qualifications and experience
<p>Interested candidates meeting the above qualifications and experience must apply online at <a href="http://universe.bits-pilani.ac.in/dubai/careers">http://universe.bits-pilani.ac.in/dubai/careers</a> by <b>March 5, 2024</b>. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p> <p style="text-align: right;">BITS Pilani, Dubai Campus</p>	