

APPOINTMENT OF PROFESSIONALS FOR SENIOR MANAGEMENT, ADMINISTRATIVE & TECHNICAL POSITIONS IN KITCO LTD.

Ref: KITCO-HR/FTC/01/2024 (25.06.2024)

KITCO Ltd. invites applications from experienced and competent persons for the following posts for appointment on Fixed Term Contract Basis (FTC) for a period of 2 years / 1 year, extendable for further period, based on performance.

A. SENIOR MANAGEMENT:

1. Project Director

Degree with First Class in Engineering preferably with Master's Degree in Business Administration/Management or PG Diploma in Business Administration or Master Degree in Engineering or equivalent with minimum 25 years of work experience in planning / designing/ supervision / project appraisal with at least 7 years of experience as Head of Division / Department / Project Director or similar roles. Experience in leading large teams in consulting / project management fields or engineering / technical consulting firms is desirable.

2. Chief Financial Officer

Member of the Institute of Chartered Accountant of India, with minimum 20 years of experience including end to end experience with complex financials and extensive Balance Sheet of companies, financial strategy, risk management, cashflow management, investment & banking operations and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

B. ADMINISTRATION:

1. Senior Officer (Finance)

Member of the Institute of Chartered Accountants of India with minimum 5 years of post-qualification experience including preparation of financial statements & audit related documents, invoicing, GST/Income tax related matters, bank reconciliation, financial planning, investment & banking operations, risk management, etc and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

2. Senior Officer (Accounts)

Member of the Institute of Cost Accountants of India with minimum 12 years of post-qualification experience in accounting functions including preparation of asset, liability, and capital account entries by compiling and analysing account information, documentation of financial transactions by entering account information, preparation of payment vouchers by verifying documentation and requesting disbursements, invoicing, GST/Income tax related matters, bank reconciliation, keeping up-to-date account records and oversee smooth transactions, cash flow management, preparation of financial statements & audit related documents, filing of monthly/quarterly & annual returns, dealing with internal auditors & statutory auditors and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

3. Officer (Accounts)

Member of the Institute of Chartered Accountant of India, with minimum 1 year of post-qualification experience, Member of the Institute of Cost Accountants of India with minimum 2 years of post-qualification experience or CA-Inter pass with minimum 3 years of post-qualification experience or Masters in Commerce or equivalent / MBA Finance with 5 years of post-qualification experience in accounting functions including preparation of asset, liability, and capital account entries by compiling and analysing account information, documentation of financial transactions by entering account information, preparation of payment vouchers by verifying documentation and requesting disbursements, GST/Income tax related matters, bank reconciliation etc. keeping up-to-date account records and oversee smooth transactions, cash flow management, investment & banking operations, preparation of financial statements & audit related documents, filing of monthly/quarterly & annual returns, dealing with internal auditors & statutory auditors and having proficiency in standard office software like MS Office and working knowledge of ERP applications.

4. Senior Officer (Internal HR)

Post Graduate Degree/Diploma with first class in Management/Business Administration/Social Sciences with HR Specialization having minimum 12 years of post-qualification experience respectively including organization strategy & execution and managing the entire portfolio of HR services covering talent acquisition, people strategy and talent management, leadership development, change management, people processes/initiatives, performance management, compensation & benefits, learning & development, personal administration, labour code applications and implementation of HR systems.

5. Business Development Officer

Degree with First Class, preferably in Engineering, with Post Graduate Degree/Diploma in Management/Business Administration from reputed institutes having minimum 12 years of work experience including formulation and implementation of strategic road map and business acquisition plan, generation of new revenue streams across engineering sectors and consultancy, build adequate database on markets, government policies, competitors, etc., inclusive prospecting across markets /clients, aggressive tender mining from all media, networking across business associates/stakeholders, liaison with ministries/departments at Centre/State level, etc and out of which at least 5 years of proven experience in technical consulting firms.

6. Business Development Executive

Degree with First Class, preferably in Engineering, with Post Graduate Degree/Diploma in Management/Business Administration from reputed institutes having minimum 1 year of experience in sales & marketing, preferably in a consultancy organization and shall have good communication and presentation skills. Experience in B2B segment, tender mining, preparation of proposals, bids and presentations is desirable.

7. Legal Officer

Bachelor's Degree in Law from a nationally or internationally reputed Institution with minimum 10 years of work experience in handling litigation before different Judicial/

Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, Drafting & vetting various legal documents including agreements and shall have sound knowledge of regulatory practices followed by Government of India and other regulatory bodies. Experience in supporting clients in adhering to compliance requirements.

1. TECHNICAL:

1. Project Manager/Senior Project Engineer/ Project Engineer (Planning)

Degree with First Class in Engineering/Architecture/Planning with Post Graduate Degree/Diploma in Urban Planning/Regional Planning/Urban Engineering having minimum 18 years/ 12 years/ 5 years of experience including requirement planning for Infrastructure/industrial projects, preparation of proposals/site plans in conformance with codes and local and national regulations, project scheduling, resource planning, WBS preparation, etc. Exposure to BIM system is desirable.

2. Project Manager/ Senior Project Engineer/ Project Engineer (Structural Design)

Degree with First Class in Engineering with Post Graduate in Structural Engineering/ Highway Engineering/ Pavement Engineering/ Bridge Engineering with minimum 18 years/ 12 years/ 5 years of experience in structural design of Airport Terminal/ Bridges/ Flyovers/ Highways/ Pavements/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings.

3. Project Manager/ Senior Project Engineer/ Project Engineer (Electrical Design)

Degree with First Class in Electrical Engineering preferably with Post Graduation in Electrical Engineering having minimum 18 years/ 12 years/ 5 years of experience respectively, preferably from a consultancy background, including Electrical Design activities like Power System studies, Electrical Equipment sizing selection, Electrical Equipment Purchase, Knowledge of applicable national, international and industry standards & codes, Vendor & Client co-ordination with proficiency in relevant Electrical design tools like Amtech, Dialux, Relux, Specsizer, etc and standard office software like MS Office.

8. Project Manager/ Senior Project Engineer/ Project Engineer (MEP Design)

Degree with First Class in Electrical Engineering/Mechanical Engineering preferably with Post Graduation in Electrical/Mechanical Engineering having minimum 18 years/ 12 years/ 5 years of experience, preferably from a consultancy background, including design, detailed and execution of Infrastructure and industrial projects covering master layout design, electrical, plumbing, HVAC, Fire-fighting, Vertical Horizontal Transportation System and BMS integration, Knowledge of applicable national, international and industry standards & codes, Vendor & Client coordination with proficiency in relevant MEP design tools and standard office software like MS Office.

9. Project Manager/ Senior Project Engineer/Project Engineer (PHE Design)

Degree with First Class in Civil Engineering preferably with Post Graduation in Civil Engineering/Environment Engineering having minimum 18 years/ 12 years/ 5 years of

experience respectively, preferably from a consultancy background, including Design, detailed engineering and execution of infrastructure services like water supply system, Storm water drainage system, Sewerage system, knowledge of applicable national, international and industry standards & codes and Vendor & Client co-ordination with proficiency in relevant software like Epanet, WaterCAD, SewerCAD, StromCAD, Loop, AutoCAD and also standard office software like MS Office.

10. Project Manager/ Senior Project Engineer/Project Engineer (Highway Design)

Degree with First Class in Civil Engineering, preferably with Post Graduation in Transportation Engineering/Highway Engineering having minimum 18 years/ 12 years / 5 years of experience preferably from a consultancy background, including highway designing, feasibility reports/Detailed Project Reports (DPR) and Project Management with proficiency in relevant design software such as Civil 3D, Open Roads, MX-Roads, In-Roads, PDS/Key Line and Sign, AutoCAD, ProjectWise and standard office software like MS Office.

11. Project Manager/ Senior Project Engineer/Project Engineer (Water & Waste Water Engg.)

Degree with First Class in Civil/Chemical/Mechanical Engineering, preferably with Post Graduation in Civil Engineering/Environment Engineering having minimum 18 years/ 12 years/ 5 years of experience respectively, preferably from a consultancy background, including Design, detailed engineering and execution of infrastructure services like water supply system, Storm water drainage system, Sewerage system, water/ effluent plant, solid waste management, etc of city level infrastructure development projects, Knowledge of applicable national, international and industry standards & codes and Vendor & Client co-ordination with proficiency in relevant software like Epanet, WaterCAD, SewerCAD, StromCAD, Loop , AutoCAD and also standard office software like MS Office.

12. Project Manager/ Senior Project Engineer/Project Engineer (Environmental Engg.)

Degree with First Class in Engineering with Post Graduate in Environment Engineering and minimum 18 years/ 12 years/ 5 years of experience in EIA Studies, Initial Environmental Examination, preparation of Environment Management Plan and supervising & monitoring implementation of the plans of infrastructure, industrial and institutional projects, preferably in large-scale infrastructure projects, Area Development projects, Clean Development Mechanism, addressing environmental safeguards compliance issues and preparation of environmental safeguards monitoring report.

13. Project Manager/ Senior Project Engineer/Project Engineer (Process Engg.)

Degree with First Class in Chemical Engineering preferably with Post Graduation in Chemical Engineering/Process Engineering having minimum 18 years/ 12 years/ 5 years of experience, preferably from a consultancy background, including Design, detailed engineering and execution of Process Plants, preparation of PFD / E&M Balance, P&IDs, Process datasheets, Hydraulics, Operating Manual and Technical procurement of Process equipment/Packages. Knowledge of applicable national, international and industry standards & codes and Vendor & Client co-ordination with proficiency in relevant software Process Design Tools and standard office software like MS Office.

14.Senior Architect/Architect

Degree with First Class in Architecture, preferably with Post Graduate Degree/Diploma in Architecture/ Urban Planning/Regional Planning/Urban Engineering having 12 years/ 5 years of experience including production of project design deliverables like Master Plan, Pre Design, Schematic Design, Design Development, checking of rendered plans/3D perspectives, etc. and design of Airport Terminal/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/Institutional buildings/ Industrial buildings.

15.Junior Architect

Degree with First Class in Architecture with minimum 1 year of experience in architectural planning and design of Airport Terminal/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ Industrial buildings.

16.Project Manager/ Senior Project Engineer/Project Engineer (Estimation & Billing)

Degree with First Class in Engineering having minimum 18 years/ 12 years/ 5 years of experience respectively including Quantity Surveying & Estimation/ Check Measurement/ Billing of civil works for the construction of Infrastructure projects including Airports / 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings. Knowledge of applicable national, international and industry standards & codes like FIDIC, DSR, etc. with proficiency in standard office software like MS Office.

17.Project Manager/ Senior Project Engineer/Project Engineer (Contracts Management)

Degree with First Class in Engineering, preferably having a Degree/Post-graduate Degree in law, having minimum 18 years/ 12 years/ 5 years of experience respectively, preferably from a consultancy background, including Tendering, Contracting, RFPs and Bid Management activities for Infrastructure and industrial projects. Knowledge of applicable national, international and industry standards & codes like FIDIC, DSR, etc. with proficiency in standard office software like MS Office.

18.Senior Project Manager/Project Manager (Project Management Consultancy)

Degree with First Class in Engineering (Civil, Electrical, Mechanical), preferably Post Graduates in Engineering, with minimum 20 years / 18 years of experience in project management of Civil/MEP works of Airport Terminal/ 5 Star Hotel/ Malls/ Commercial Complexes/ Corporate Offices/ Hospitals/ Institutional buildings/ High rise Residential buildings/ Industrial buildings. PMP certification is desirable.

19.Senior Project Engineer/Project Engineer (Project Management Consultancy)

Degree with First Class in Engineering (Civil, Electrical, Mechanical), preferably Post Graduates in Engineering, with minimum 12 years/ 5 years of relevant work experience in project management, site supervision, Quality Control, Project Co-ordination, Estimation, Billing, etc. Possess strong technical skills and communication skills to deal with clients and other stake holders, Experience in handling PWD/CPWD projects is desirable.

20.CAD Draughtsman

Diploma (3 Year) in Engineering (Civil/Mechanical/Electrical) with minimum 3 years of experience OR First Class ITI (2 Year) in Draughtsman (Civil/Mechanical/Electrical) with minimum 4 years of experience or ITI/ITC (1 year) in Draughtsman (Civil/ Electrical/ Mechanical) with minimum experience of 8 years in preparation of drawings using AutoCAD latest version. Exposure in BIM Modelling, SketchUp, REVIT architecture, Photoshop and other 3D software will be an added advantage.

Experience required:

Civil Draughtsman - Preparation of Architectural Drawings, Structural drawings and reinforcement detailing, preparation of fabrication drawings of steel structures, preparation of Road Alignment Drawings, Bridge detailing, preparation of Plumbing, Water Supply and Sanitary Drawings, etc.

Electrical Draughtsman - preparing Single Line Diagrams, Layout of Lighting, Power & ELV System for industrial/ commercial/ residential buildings

Mechanical Draughtsman - preparation of Fire-fighting/HVAC drawings of Industrial/ Commercial/ Residential buildings.

21. 3D Visualizer/Animation

Graduate in Architecture or Civil Engineering with minimum 3 years of experience or Diploma in Civil Engineering/ Interior Design or equivalent with minimum 5 years of experience in preparation of drawings, 3D, Renders, Installation Animation, Walkthrough, VR visualization, AR applications, etc and Working knowledge of software like 3Ds Max (with essential plugins like Vray & Forest/Railclone pack), Lumion, Revit, After Effects, Photoshop, Enscape, etc

REMUNERATION AND PERQUISITES

Remuneration & Perquisites for the above positions shall be on Cost to Company (CTC) basis and would be decided based on the number of years of relevant work experience, current salaries and reasonable market benchmarks.

The annual increments shall be decided by the Management based on performance of the Individual & Company.

INSTRUCTIONS TO APPLICANTS

- Applicants are advised to ensure that they fulfil the eligibility criteria as per notification (qualification, experience, etc.) and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of the recruitment process or post selection that the candidate does not fulfil the eligibility criteria and/ or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.
- Only online applications shall be accepted for the listed posts.

- This will be a rolling advertisement and Management of KITCO reserves the right to decide the cut-off dates, selection process and to call only a limited number of candidates for interview. Screening of applications as per respective cut-off dates will be done with reference to the qualification, work experience, etc.
- Short listed candidates will have to submit scanned copies and also the originals of their credentials during the recruitment process as required by KITCO Ltd.
- The Management reserves the right to call only a limited number of candidates for interview.
- KITCO Ltd. will not be responsible for any delay in submission of application within the specified time.
- The upper age limit for the posts shall be 55 years as on date of the advertisement.
- The appointment to the above posts are proposed on Fixed Term Contract (FTC) basis. However, the Management reserves the right to offer engagement on retainership basis as per operational requirements of KITCO initially for a period of 1 year. Candidates may be considered for higher posts based on their total years of experience and additional qualifications.
- The posting locations are initially intended for KITCO Head office at Kochi, Branch Office at Thiruvananthapuram and various project sites across Kerala. However, further posting for the positions can be anywhere in India or abroad depending upon the operational/project requirements of KITCO, as the case may be.
- The Management reserves the right to cancel the above advertisement in part or full without assigning any reason.

HOW TO APPLY

Candidates meeting the above eligibility criteria may submit their application as email to career@kitco.in, comprising their detailed CV and scanned copies of credentials in support of fulfilment of the eligibility criteria as mentioned above with the subject of the email as “Application to the post of (.....)”.
