

**JOB OPPORTUNITIES FOR EX-SERVICEMEN- PVT ORG**

Sir,

It is requested that a panel of eligible Ex-servicemen be forwarded for filling up the vacancies as mentioned below: -

**DETAILS OF JOB**

1	Employment Type (Regular/Contractual/Part Time)	Regular
2	*Name of the Post:	Airside Duty Manager
3	*Job Function:	Lead Airside Operations of the Lucknow Airport in real time, in accordance to the Airport Operational Concept towards achieving the Key Performance targets of Efficiency, Safety and Punctuality. Airport Duty Manager is a work position in shift, which represents overall responsibility of resource allocation, airport level monitoring of OTP, facilitating resource maintenance and SOP's to be followed during real time in Airport Operations Airport Duty Manager is the Single Point of Contact for tactical operations of the Airport, Emergency alert management and coordination, collection and collation of various data pertaining to aviation billing and MIS.
4	*Additional Job Information:	
	(i) Technical/Must Have skills	As per attached JD
	(ii) Good to have skills	As per attached JD
	(iii) Soft skills	Good written and oral communication. Good Managerial and Leadership Skills
5	*No. of Vacancies (in figures):	1 (One)
6	*Level/Post:	JCOs/WOs/CPOs/SNCOs
7	*Qualification required: Essential/Desired	Min Graduation, MBA (Preferable)
8	*Work Experience required (in years)	Demonstrated experience in a senior position in an airport environment. • Demonstrated high level understanding of airline and airport business. • The ability to manage complex stakeholder relationships • Superior oral and written communication skills. • <b>15-18 years' experience in operations.</b> <b>Minimum 5 to 8 years' experience in Airport operations</b>
9	*Age Range (in years)	45 years and below
10	*Location of job	Lucknow
11	*Salary range per month (approx. CTC)	7.5 lacs per annum onwards
12	*Additional Benefits offered	Nil
13	Aligned courses (Full time/Part time/Certifications)	-
14	Travel requirements	-
15	Last Date of submission of Resume	15 May 23
16	Target Veteran	Veterans from AFSO/Ops Asst Trade in IAF and similar trades of Indian Navy

**DETAILS OF PRINCIPAL EMPLOYER**

1	*Name of the Organization	Adecco India Pvt Ltd
2	*Industry dealing in	Staffing
3	*Company's full postal address incl PIN	No 73/1, 13 <sup>th</sup> Floor, Summit B, Brigade Metropolis, Garudacharpalya, Mahadevapura, Whitefield Main Road, Bengaluru - 560048
4	*Details of the contact person	Designation: Lead Recruiter Manager – Permanent Staffing e-mail: <a href="mailto:Gohil.Krupaba@adecco.com">Gohil.Krupaba@adecco.com</a>  Designation: Senior Account Manager- Permanent Staffing Email: anup.kumar@adecco.com
5	Target Veterans	Veterans from AFSSO/Ops Asst Trade in IAF and similar trades of Indian Navy

**Description**

<b>Unique Job Role</b>	Airside Duty Manager	<b>Date Last Updated</b>	
<b>Business/Function/Site</b>	Airport	<b>Department</b>	Operations
<b>Direct Reporting To (UJR)</b>	Lead - Airside	<b>Functional Area</b>	Operations
<b>Dotted Reporting to (UJR)</b> (if applicable)	NA	<b>Sub Functional Area</b>	Airside Operations
<b>Location</b>	Lucknow	<b>Grade</b>	Assistant manager

#### **Job Purpose** (1-2 line high level summary of why does the position exist and what value it adds to the organization)

Lead Airside Operations of the Lucknow Airport in real time, in accordance to the Airport Operational Concept towards achieving the Key Performance targets of Efficiency, Safety and Punctuality.

Airport Duty Manager is a work position in shift, which represents overall responsibility of resource allocation, airport level monitoring of OTP, facilitating resource maintenance and SOP's to be followed during real time in Airport Operations

Airport Duty Manager is the Single Point of Contact for tactical operations of the Airport, Emergency alert management and coordination, collection and collation of various data pertaining to aviation billing and MIS.

#### **Accountabilities and KPIs** (8-10 key activities / decisions for which this role is accountable )

<b>No.</b>	<b>Key Accountabilities</b>
	Manage processes/resources in airside as mandated in the Operational Concept of in a pro-active manner to ensure the safe and efficient conduct of Airside operations.

#### **Competencies**

<b>Competencies</b>	<b>Proficiency Level (1-4)</b>
<b>A. Behavioral Competencies</b>	
<b>Strategic Orientation</b> A. Connect the dots, visualize the big picture, and recognize long term implications of today's actions while making decisions B. Understand organization dynamics / industry trends / financial data and translates this knowledge to articulate business strategies C. Integrate the interests of the environment, society and communities in one's actions, decisions and business strategies	
<b>Entrepreneurial Mind-Set</b> A. Take initiative to spot medium and short term business opportunities and capitalize on them by taking actions with speed and agility B. Be comfortable in ambiguous situations, present oneself with conviction and poise, and recover from setbacks with increased energy	

<b>Stake Holder Partnering</b> A. Cultivate and leverage formal and informal networks and enduring relationships with stakeholders through respect, trust, and empathy B. Build strong relationships with existing and potential customers, discover customer needs, take ownership for customer issues and strive to deliver superior customer experience by taking continuous feedback	
<b>Outcome Orientation</b> A. Execute tasks efficiently and safely through effective time management, planning, process efficiency and product/service quality B. Analytically review risks / problems/ issues by assessing their potential impact and developing robust contingency plans C. Act as a custodian of the organization by taking complete ownership of goals / desired outcomes	
<b>Transformation Mind-Set</b> A. Continuously update one's knowledge and skills in line with changing business dynamics and operating mechanisms, and apply the learning to perform in new or changing contexts B. Challenge status quo, create a business case for change, align stakeholders and manage challenges of an uncertain environment	
<b>Innovation Focus</b> A. Leverage technology to win in the market B. Build an agile organization (i.e. fluid structure, nimble processes) which responds rapidly to business challenges and market demands	
<b>Team Orientation</b> A. Inspire a common vision by fostering teamwork, participate actively in the accomplishment of team objectives, and lead from the front by 'walking the talk' B. Encourage differences in opinion and deal appropriately with conflict	
<b>Employee Development</b> A. Unlock and channel the potential of employees, provide timely feedback, address performance issues, and actively sponsor their development B. Build a work environment where high performance and meritocracy are valued	
<b>B. Role-specific Competencies (4-8 most crucial)</b>	
▪ Stakeholder management	
▪ Communication skills	
▪ Innovation	
▪ Service orientation	

## Experience & Educational Requirements

<b>EDUCATIONAL QUALIFICATIONS:</b>  (degree, training, or certification required)	Min Graduate. MBA (Preferred)
<b>RELEVANT EXPERIENCE:</b> (no. of years of technical, functional, and/or leadership experience or specific exposure required)	Demonstrated experience in a senior position in an airport environment. • Demonstrated high level understanding of airline and airport business. • The ability to manage complex stakeholder relationships • Superior oral and written communication skills. •  <b>15-18 years' experience in operations. Minimum 5 to 8 years' experience in Airport operations</b>

Interface with Key Customer	
Key Internal Customer	Key External Customer
<ul style="list-style-type: none"><li>• Engineering Maintenance Team</li><li>• Commercial Team</li><li>• IT team</li><li>• HR Team</li><li>• Quality Team</li><li>• Security Team</li><li>• Safety Team</li><li>• Projects Team</li><li>• Finance team</li><li>• Corporate Communications</li><li>• Contracts</li><li>• Guest Relations</li></ul>	<ul style="list-style-type: none"><li>• DGCA</li><li>• CISF</li><li>• Customs</li><li>• Immigration</li><li>• Airlines</li><li>• ATC</li><li>• BCAS</li><li>• Ground Handling</li></ul>