

- Maharashtra Education Society, Pune invites applications from the eligible candidates for the post/s as mentioned in the following tables, on or before 4th November 2023. Refer Advertisement dated 27th October 2023 in Daily Sakal.
- Candidates are advised to note carefully, the information given below and the instructions given at the end of the page.

FOR THE POST OF CSR CO-ORDINATOR AT MES HEAD OFFICE

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
CSR Coordinator	<p>Age - 35 to 50</p> <p>Required Qualifications: -Candidate possessing Post Graduate degree</p> <p>Preferred Certified CSR Professional</p> <p>Experience: Should possess minimum 5 years of experience of CSR field.</p>	<p>(1) Technology savvy. With use of Marathi language too.</p> <p>(2) Must have capacity to handle multiple tasks</p> <p>(3) Marathi and English drafting skill</p> <p>(4) Magnificent relational abilities</p> <p>(5) Strong problem – solving and analytical abilities</p> <p>(6) Practical insight and dynamic inclination.</p>	<p>-The job role of a CSR coordinator involves the following duties:</p> <p>-End to End working for MES which is a CSR undertaking entity.</p> <p>-Developing policies relating to a MES as entity for undertaking CSR Activity.</p> <p>-Raising public awareness of MES</p> <p>-Conducting research into best practice</p> <p>-Writing and implementing Approved Action plan for MES as Entity for undertaking CSR</p> <p>-Activity Ensuring that a MES's policy meet legal and commercial needs Of CSR provider Company</p> <p>-Encouraging links between the company and educational or charitable groups</p> <p>-Spreading the word in schools and local organisations about the company and construction in general</p> <p>-Reporting on social responsibility activity to senior managers.</p>

FOR THE POST OF PLACEMENT OFFICER AT MES INSTIUTE OF MANAGEMENT AND CAREER COURSES

Name and Nature of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
Placement Officer	<p>(1)Age – 30-35</p> <p>(2) Required Qualifications: -Candidate possessing Post Graduate degree.</p> <p>(3)Minimum 5 years' relevant experience in Human Resource Management is desirable</p>	<p>Good communication skills</p> <p>Proactive team player</p> <p>Domain skill/s</p>	<p>Looking after Placement Cell Activity in totality.</p> <p>Reporting to Director / Deputy Director of the Institute.</p>

FOR THE POST OF FACILITY OFFICER AT MES GARWARE COLLEGE CAMPUS

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities from
<p>Facility Officer</p>	<p>Age - 35 to 45</p> <p>Required Qualifications:</p> <ul style="list-style-type: none"> - Candidate possessing Graduate degree <p>Candidate possessing minimum 5 years of working experience as Facility Officer need to apply.</p>	<p>(1) Technology savvy. With use of Marathi language too.</p> <p>(2) Must have capacity to handle multiple tasks</p> <p>(3) Marathi and English drafting skill</p> <p>(4) Magnificent relational abilities</p> <p>(5) Strong problem – solving and analytical abilities</p> <p>(6) Practical insight and dynamic inclination.</p>	<p>The job role of a Facilitator involves the following duties:</p> <p>Day to day responsibilities:</p> <ul style="list-style-type: none"> -Maintaining and timely updating original record in respect of the Campus / Property details like 7/12, extract, Property Card, NA Tax order, Building Plans etc. in such a manner to retrieve the same immediately when needed. -Use of Digi Locker - Renewing Fire and incidental insurance policies in respect of the property. - Supervising Timely payment of monthly/periodical bills in respect of electricity, Taxes water etc. - Ensuring correctness of monthly / periodical bill of abovementioned bills. -Keeping an eye over working of meters, sub-meters based on which monthly facility bills like electricity etc. are raised. -Ensuring timely payment of Rent (if applicable), Rates and Taxes and maintain file and up to date record regarding the same.

			<ul style="list-style-type: none">- manage the day to day running of all aspects of the estate- manage the day to day security and safety aspects of the estate- manage day to day care and maintenance of gardens and estate buildings- manage routine domestic duties and general cleanliness in the estate- manage safety and security of estate – key holder duties and liaising with security team- ensure that someone is in residence on the estate at all times- to manage and maintain required standards- to provide knowledge input and advice relating to all aspects of the estate management- to carry out an agreed annual programme of maintenance work in order to maintain the estate to the required standard- regularly inspect any structures- ensuring essential repairs, replacements are carried out as part of the maintenance programme- ensure that tasks are planned and carried out in accordance with requirements, to applicable standards and within prescribed time limits
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			<ul style="list-style-type: none">– ensure compliance to applicable codes, procedures and legislation including health and safety– maintain accurate records/documentation associated with your work– report to Principal Authority-immediately report problems/failures that may impact on the estate and/or its visitors, clients/customers to Line Manager– meet your targets and contribute to those of the estate team as a whole– contribute towards the efficient running of the estate team– adhere to all estate policies and procedures– identify hazards, defects; to ensure compliance with applicable codes, law, working practices and health and safety– manage absences and allocate staffing and workloads of estate team members– supervise, manage and direct the overall performance of the estate team– subject to agreed criteria, recruitment, training, set action and targets, appraise and manage performance, development, coaching and general support of all team members to ensure targets are met– maintaining accurate records and accounts as required and reporting as agreed
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			<ul style="list-style-type: none">- set an example for estate team members of commitment, work ethic and habits and personal character - responsibly use resources and control expenses to operate within budgetary controls - adhere to all estate policies and procedures -From time to time you may be expected to be part of special projects as are reasonably required of your job role. -You are responsible for your allocated workload and must meet all targets as agreed with your Line Manager. You must contribute towards the smooth running of the estate generally.
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FOR POST OF FACILITY OFFICER AT MAYUR COLONY, KOTHRUD CAMPUS

Name and Nature of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities from
<p>Facility Officer for Campus in Mayur Colony, Pune 38</p>	<p>Age - 35 to 50</p> <p>Required Qualifications: -Candidate possessing Graduate degree</p> <p>Experience: Candidate Should possess minimum 5 years of experience of Facility Manager.</p>	<p>(1) Technology savvy. With use of Marathi language too.</p> <p>(2) Must have capacity to handle multiple tasks</p> <p>(3) Marathi and English drafting skill</p> <p>(4) Magnificent relational abilities</p> <p>(5) Strong problem – solving and analytical abilities</p> <p>(6) Practical insight and dynamic inclination.</p> <p>(7) Leadership Skills. To be a successful maintenance manager, you must be a natural leader. ...</p> <p>(8) Organizational Skills. ...</p> <p>(9) Problem-Solving Skills. ...</p> <p>(10) Interpersonal & Communication Skills.</p> <p>(11) Time management. ...</p> <p>(12) Technical Knowledge.</p> <p>Adaptability.</p> <p>(13) Teamwork Skills.</p>	<p>Looking after daily routine of all MES Auditorium and Sabhagruha's in all MES Units in Pune and few at other places.</p> <p>Taking bookings for Auditorium / Sabhagruha's from the interested individuals, organizations.</p> <p>Collecting booking charges according to MES policy and forwarding the same to HO</p> <p>Keeping track of relevant income and expenditure with reference to sanctioned /approved budget including preparation of annual budget.</p> <p>Handling, Providing, Coordinating with users of the facilities during actual use of the facility/ies.</p>

			<p>Supervising auditoriums and sabhagruha's with reference to wear and tear of equipment's like AC, Sound System etc. and things of audience use like Chairs, Tables etc.</p> <p>Keeping track of insurance of equipment's articles etc.</p> <p>Supervising auditoriums, sabhagruha's from security angle.</p> <p>Convening and Attending meetings of the committee constitutes for functioning of the Auditorium and Sabhagruha's and preparing agenda and minutes of the meetings etc. updating record and periodical reporting of various points.</p> <p>Coordinating with Heads of the Schools/ Colleges and Head Office.</p> <p>Any other work allotted by the management with reference to the job profile.</p> <p>Reporting to MES Authorities, Chairman of the relevant Committee, Chief Executive Officer.</p>
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FOR THE POST OF ASSISTANT TO FACILITY OFFICER AT SAINIKI SCHOOL

Name and Nature of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
Assistant Facility Officer	(1)Age - 25-30 (2) Required Qualifications: -Candidate possessing Graduate degree (3)Minimum 2 years' relevant experience in Human Resource Management is desirable	Good communication skills Proactive team player Working knowledge of the tasks / work mentioned against the post of Facility Officer.	Assisting to Facility Officer in all matters relevant with the role of Facility Officer. Reporting to Facility Officer and the Head of the Institute.

Instructions for submitting the application:

1. Applications of eligible candidates only, with full details and complete in all respects will be considered for shortlisting.
2. Application for the post along with scanned copy of your resume is to be forwarded on jobs@mespune.in Do not attach scanned copy of any other document with the email.
3. Last date for submitting the application is 04th Nov. 2023. Applications emailed after 04th Nov. 2023 will not be considered.
4. Only shortlisted candidates from eligible ones will be called for interview.
5. Candidates shortlisted for the interview shall appear for interview at their own cost. No TA / DA will be paid by the Organization for attending the interview.
6. Candidates called for the interview should carry their CV and relevant documents with them.
7. Canvassing is strictly prohibited.
8. The management hereby reserves its right to reject any of the applications or summarily reject all the application received in response to this advertisement.