

# **JD For Manager – Monument Development**

**Department/Faculty/School: MIT World Peace Dome**

**Reports to: (Title) – Pro Director**

**Location: Loni Kalbhor, Pune**

## **Roles & Responsibilities:**

1. Prepare Plan for execution of the strategies regarding the dome development, maintenance, revenue generation & development as tourism hub keeping in mind the vision and mission of the dome of world peace. Budgeting, monitoring, analysis and reports to Director at regular intervals. Also developing a Dashboard around performance of the role is the key expectations.
2. Assisting in the implementation of dome related cultural programs by carrying out research, compiling requested documentation, drafting correspondence, reports and public information materials, and ensuring their timely and appropriate follow up.
3. Plan the manpower needs and recruit high-calibre team on time to ensure effective delivery of the expectations and also ensure the team is energetic and development of them is a conscious efforts.
4. Strategies & plan through various initiatives revenue generation activities backed up with clear deliverables like revenue targets, value adds to the initiatives, continuous thinking on new creative ways of generating revenues, its tracking, analysis and advising the Director on the adoption of the new ways of revenue generation.  
As well focus on integration of technology.
5. Continuous interaction with the society at large to understand changing needs regarding developing the tourism plan and incorporate the same in developing the tourism plan. Compliance with the requirements of the Regulatory Authorities. Liasioning, record maintenance and ensuring that monument is safeguarded with all requirements of laws.
6. Registration of monument in various bodies.
7. Monument upkeep & maintenance, proactive approach in maintenance plan, timely risk assessment, stability verification of the structure and develop and ecosystem

## **Desired Candidate Profile:**

- An outstanding professional with minimum 10+ year experience, in maintaining & developing cultural heritage sites.
- Graduate/post graduate in either of the areas – Administration/Archeology/heritage and museum studies/History, with qualification in business development would be added advantage
- Demonstrated success in coordinating various stakeholders/interests and developing strong relationships in order to drive the project successfully.
- Excellent oral and written communication skills, including the ability to create persuasive presentations and written reports
- Demonstrated experience managing complex projects involving multiple teams, including priority setting, planning, budgeting, performance review and management and influencing with limited authority
- Strong experience of engaging with government officials and multilateral organizations.
- Physical requirements - Physical mobility sufficient to move about the work environment, Physical stamina sufficient to sit, stand or walk for prolonged periods of time

**Cultural / Personality Traits:**

- Eye for details with strong analytical ability and command over numbers
- Creativity, communication
- Leadership, Decision making ability
- Strong performance orientation
- Entrepreneurial mindset
- Sustainability