

# Senior Administrative Manager

**Senior Administrative Manager** shall support the administrative activities of the RDIF and reports to the Director (Finance).

**Number of Position:** 1

## Roles & Responsibilities

- (i) Develop, implement, and periodically revise RDIF's administrative policies, procedures and operational guidelines;
- (ii) Design and manage workflows, documentation systems, and internal processes to ensure effective administrative functioning of RDIF;
- (iii) Oversee the full employee lifecycle, including recruitment coordination, onboarding, HR recordkeeping, and separation formalities;
- (iv) Lead procurement processes, including drafting of Requests for Proposal, bid solicitation, vendor evaluation, contract finalisation and delivery oversight;
- (v) Ensure compliance with applicable statutory and regulatory obligations related to administration and operations;
- (vi) Collaborate with legal and financial teams on procurement, contract, and resource management matters as required.

## Eligibility Criteria

### (i) Essential

- a) Educational Qualifications: Bachelors' degree in relevant fields.
- b) Work Experience: At least 12 years of experience in administrative management.

[Please Note: For exceptional candidates, educational/professional qualifications, and work experience can be relaxed by the EC.]

- (ii) **Desirable:** Working experience in organisations under the aegis of the Government of India and in public finance (including public-private partnerships).

**Age:** The candidate should not be more than fifty years of age at the time of submission of application.

**Compensation:** The selected Senior Administrative Manager will be paid a consolidated fixed annual compensation of ₹40 lakh to ₹48 lakh, inclusive of All allowances. In addition, they would be entitled to a Long-Term Incentive Plan (LTIP), to be paid after five years of continuous service as Senior Administrative Manager, subject to the fulfilment of the parameters/ criteria set under the LTIP. This incentive would be a maximum of 20% of the annual fixed compensation with graded vesting.