



Job Title: Vice President, Infra & Facilities Management

Location: IKP Knowledge Park, Genome Valley

Reports to: Chief Executive Officer

About IKP Knowledge Park

IKP Knowledge Park (IKP) is a leading science park and incubator dedicated to advancing cutting-edge R&D in India. We have a pioneering legacy of more than two decades of nucleating and nurturing life sciences and engineering innovation. We focus on sectors like biotech, health tech, and agri-tech, helping innovators move from the lab to the real world. By partnering with government, industry, non-profits, academia and investors, we create a supportive environment for startups and SMEs to thrive and grow. Our work is centred at our 200-acre park in Genome Valley Hyderabad and our Bengaluru maker space (IKP EDEN at Koramangala, Bengaluru), reaching across India and the world through various innovation programs and services. We are at the cusp of next phase of growth which is founded in our belief that science and technology are key to shaping a better tomorrow through deep & expansive societal impact.

Job Summary

To lead and oversee the operations, maintenance, infrastructure development, safety, and compliance activities of the IKP Knowledge Park and other Infrastructure assets. The role is also focused on business growth, operational excellence, statutory compliance, and high customer satisfaction through strategic planning, stakeholder engagement, and effective team and resource management.

Key Responsibilities

1. Operations & Maintenance Activities:

Oversee day-to-day operation and maintenance of the Innovation Corridor, Catalyst and Admin Building and the common infrastructure of Park campus. Ensure implementation of preventive, predictive, and corrective maintenance programs. Maintain uptime, reliability, and energy efficiency across all critical systems.

2. Project Management & Infrastructure Upgradation:

Lead planning and execution of infrastructure development and upgradation projects. Ensure projects are delivered on time, within budget, and to desired quality standards. Coordinate with architects, engineers, and contractors to achieve optimal outcomes.

3. Vendor & Contract Management:

Oversee and guide vendor identification, selection, negotiation, and performance evaluation. Finalize and monitor contracts and AMC agreements to ensure compliance and service standards. Drive cost-effectiveness and quality through structured vendor governance.

4. Contract Labour Management:

Supervise contract labour deployment for housekeeping, security, facility operations, and technical services. Ensure compliance with labour laws, documentation, and statutory requirements. Monitor attendance, performance, and discipline of all outsourced workforce.



5. Environmental & Statutory Compliance:

Oversee the compliance with environmental norms, especially related to the Pollution Control Board (PCB). Ensure to maintain documentation for audits, inspections, and regulatory reporting. Ensure timely acquisition of permits, approvals, and renewals from statutory authorities.

6. Safety, Security & Incident Management:

Implement robust safety protocols and conduct periodic safety audits and drills. Monitor and manage security operations across the Park campus. Establish and oversee incident reporting, investigation, and resolution mechanisms. Promote a culture of safety, emergency preparedness, and risk mitigation.

7. Customer Satisfaction & Service Delivery:

Drive a customer-first approach in facility and operational services. Address tenant concerns promptly and effectively. Continuously monitor service levels and identify areas for improvement.

8. Government Liaison & External Coordination:

Liaise with key government bodies and regulatory agencies including IALA, TSIC, PCB, TSSPDCL, CEIG, etc. Manage inspections, audits, and interactions to ensure seamless compliance. Facilitate timely approvals and build strong rapport with external authorities.

9. Stakeholder Management & Representation:

Represent the organization at industry forums, public bodies, and stakeholder meetings. Build and nurture relationships with tenants, partners, vendors, and regulatory bodies. Act as a key ambassador for the organization's operational integrity and service excellence.

10. Team Leadership & Capability Building:

Lead, mentor, and develop the O&M team for high performance and adaptability. Train the team to respond to changing operational demands and compliance requirements. Foster a work culture of innovation, responsibility, and continuous learning.

Qualifications & Experience

- Bachelor's degree in Engineering (Civil/Mechanical/Electrical); MBA preferred.
- 15 to 18 years of relevant experience in large-scale operations, infrastructure, and facility management.
- Proven expertise in operations & maintenance activities, handling vendor management, contract labour, and team leadership.
- Experience in dealing with government departments, statutory bodies, and high-value facility infrastructure.
- Experience in Facilities and Infrastructure Management, Customer Relationship Management
- We seek a candidate with high integrity, transparency, and accountability.



To Apply:

Please send your CV and a Statement of Purpose (SOP) by 03rd February 5pm IST to raghavendrap@ikpknowledgepark.com by mentioning the position applied for in the subject line.

Applications without an SOP will not be considered for the position.

Please note that the position may be closed once a suitable candidate is identified, and we may not necessarily wait until the completion of the stated timeline.