

### Job Description: IT Communication Lead

**Position:** Communication Lead

**Location:** Delhi NCR

**Experience :** 7-10 Yrs

#### **JOB PURPOSE**

To support the package manager on IT Communication systems (IP Telephony, PAS, DAS, TETRA, FIDS, MCS and IPTV) design installation testing and commissioning in Airport.

The responsibility involves supporting the IT communication package manager to manage and deliver the system design, Installation, integration, testing, commissioning, and handover of the systems to the client.

#### **KEY ACCOUNTABILITIES**

| Accountabilities          | Key Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| System design phase       | <ul style="list-style-type: none"> <li>Coordinate and develop the IT communication systems design and solutions that meet the business requirements and goals of the organization.</li> <li>Coordinate and finalize the communication systems cabling dwg, and shop dwg's with the help of a CAD engineer and system vendor.</li> <li>Support package manager for recording the requirements collected from the clients and stakeholders and incorporating them in the design.</li> <li>Support package manager to evaluate the tender designs and prepare the report.</li> <li>Support Package manager to do value engineering.</li> <li>Support package manager in line with local and European cabling standards.</li> <li>Review the design provided by the vendor and attend the meetings.</li> <li>Coordinate and complete the design inline with design schedule.</li> </ul> |
| System Installation Phase | <ul style="list-style-type: none"> <li>Monitor and report the works executed in line with design and local &amp; international standards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                                   | <ul style="list-style-type: none"> <li>▪ Coordinate and manage the sub-contractor's day-to-day works and make sure the contractor meets the project timeline.</li> <li>▪ Coordination with other services and resolve site-level clash issues.</li> <li>▪ Monitoring the site-level material status and validating the material delivered in line with the contract.</li> <li>▪ Report the daily/Weekly IT progress of works to the reporting manager.</li> <li>▪ Planning and administrating site work schedule.</li> <li>▪ Coordinate with non-IT contractors for the readiness of IT-related rooms (IT rooms, data center and ISP rooms etc..)</li> <li>▪ Subcontractor/ Workers engagement.</li> <li>▪ Support Package Manager to keep the system cost and project timeline under control.</li> </ul> |
| Stakeholder Management                            | <ul style="list-style-type: none"> <li>▪ Close coordination for testing and commissioning and integration of IT systems.</li> <li>▪ Coordinate design approvals and obtain &amp; assist necessary permits and procedures to start the work wherever it's necessary.</li> <li>▪ Implementation of safety standards in site activities.</li> <li>▪ Coordination with Client, main &amp; sub-contractors, IE, Airlines, police, retailers and other airport stakeholders.</li> <li>▪ Coordinate and conduct all the tests as per the requirement.</li> <li>▪ Support Handover process.</li> </ul>                                                                                                                                                                                                            |
| Ensuring Quality, Maintaining Technical Standards | <ul style="list-style-type: none"> <li>▪ Managing the Quality of materials and workmanship.</li> <li>▪ Inspection of equipment, systems and materials on arrival at site and verification of quantities.</li> <li>▪ Routine and random quality checks and quantity verification.</li> <li>▪ Maintenance of approved samples.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## INTERACTIONS

| <b>External</b> - Roles you need to interact with outside the organization to enable success in your day-to-day work | <b>Internal</b> - Roles you need to interact with inside the organization to enable success in your day-to-day work |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Designers, consultants, Clients & IE                                                                                 | Employees                                                                                                           |
| IT System sub-contractors                                                                                            | Management                                                                                                          |
| Airline, Retailers, Police and Airport external stakeholders                                                         | Employees of other entities of the group                                                                            |
| ISP's and Authorities                                                                                                | Partners                                                                                                            |

### **Educational Qualifications**

- Engineering or equal

### **Skills and Relevant Experience**

- 7 to 10 years of experience
- Depth of knowledge in Airport communication systems.
- Existing experience in communication systems design and implementation.
- Experience in assisting and preparing shop drawings with the help of CAD operator.
- Working knowledge of relevant building codes and safety standards.
- Effective collaboration skills with stakeholders