

Terms of Reference

About Andhra Pradesh Medtech Zone (AMTZ)

Andhra Pradesh MedTech Zone (AMTZ) is India's premier medical technology manufacturing cluster and one of the world's largest MedTech ecosystems, housing **180+ companies** engaged in the research, development, and manufacturing of life-saving medical devices. Built in a record **342 days**, AMTZ offers world-class common manufacturing and scientific facilities, including advanced testing laboratories, 3D printing, laser, biomaterial, and irradiation centers. During the COVID-19 pandemic, AMTZ played a critical national role by producing **100+ ventilators, 500 oxygen concentrators, and 1 million RT-PCR kits per day**, while also deploying innovative solutions such as mobile hospitals, RT-PCR vehicles, and oxygen plants to strengthen healthcare delivery across India.

Company website:

<http://amtz.in/>

<http://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title

Consultant – Estate Officer

Key Responsibilities:

1. Managing Project: Ensure safe, secure well maintenance of the Zone.
2. Managing the estates budget, ensure funds that are allocated appropriately and that expenses are within budget.
3. Managing Staff: Medtech Society, Greenery, Security Services.
4. Planning and overseeing projects: Responsible for overseeing and coordinating project related to AMTZ, such as landscaping, construction or re-innovation projects.
5. Ensure timely completion within the budget and to the required standards.
6. Undertake the assignments, which may be assigned from time to time.
7. Coordinate with Licensing Officer to ensure up to date NOCs and licenses and renewals.

Qualification & Experience

1. Qualification: Any Graduation/ Post Graduation in relevant field.
2. At least 15-20 years of experience in the relevant field
3. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).

4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Must have Business Drafting and Writing skills
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Willingness to Travel.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
10. Candidate may be up to **40** years of age.