

JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

| Accountabilities | Major Activities | Key Performance Indicators |
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| Project Planning | <ul style="list-style-type: none"> • Project Management & Execution of total Project from Grassroots. • Evaluating feasibility study for the entire setup. • Finalization of overall plot plan considering the Government building regulations acts & CCOE requirements. • Contour survey & soil investigation at site. • Preparation and review of plan & evaluation of drawing for submission to Government authorities. • Work closely with the HOD to ensure that all stake holders are appropriately communicated about project budgets and timelines. • Providing guidance to drafters in Preparation of Plant Layout and utilities diagrams. | % compliance with the Documentation. |
| Design & Engineering | <ul style="list-style-type: none"> • Understand the basic engineering drawing and specifications. • Ensure as per the design specification & documents meeting all the regulatory compliances. • Directly interacting with the consultants for the finalization of the drawings. • Lead & ensure effective resolution of all engineering design interface problems with consultants. • Preparation of the details technical specifications of the drawings. | 100% compliances with the drawings. |
| Vendor Management | <ul style="list-style-type: none"> • Understand the basic engineering documents received from principles & ensure the completeness of document so that enquiry specification can proceed. • Preparation of detailed technical enquiry specification for various equipments. • Coordination for the preparation of Specifications, Vendor short listing & floating enquiries. • Technical discussion for order with the vendors. • Proper negotiation with different vendors to get the best business deals. • Vendor drawing review & drawing approval after | <ul style="list-style-type: none"> • Minimize the cost. • Timely delivery of materials. |

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| | <p>placement of offers.</p> <ul style="list-style-type: none"> • Evaluation & approval of vendor documents such as Mechanical data sheets, test certificates, inspection and testing. | |
| Project Cost | <ul style="list-style-type: none"> • Ensure measures to control cost by using innovative engineering techniques. • Monitor cost saving targets on periodic to ensure achievement of desired targets. • Calculate ROI and taking cost measures to maintain ROI. | % cost saving achieved. |
| People Management | <ul style="list-style-type: none"> • Identifies and/or provides development advice/training for project management staff. • Manages an operational team of project leaders/managers. • Training in new concepts related to engineering, design, project management etc • Conduct regular status reviews with the projects team on budget, timelines and performance | <ul style="list-style-type: none"> • Number of training man-days against plan • % Improvement in Team Performance |