



## Position Description

Position Title	Manager - Operations	No. of Post (s)	3	Job code	M01
----------------	----------------------	-----------------	---	----------	-----

### POSITION SUMMARY

The position is responsible to plan and monitor the achievement of production targets and drive production improvement initiatives for controlling operational costs & producing products meeting the quality standards. It ensures compliance to safety / environmental guidelines and other statutory norms; address grievances and monitor functional performance and development of team members.

### POSITION ACCOUNTABILITIES

#### Operations

- Plan the department/ shift production activities & monitor its execution for timely achievement of defined production targets
- Coordinate with departments for optimizing production and to meet plant profitability targets
- Provide resources for production and ensure efficient production of products

#### Productivity

- Generate ideas for improving efficiency/ productivity
- Plan & execute productivity, quality improvement and cost reengineering initiatives

#### Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review plant quality audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

#### Cost Management

- Ensure production delivery within budgeted costs through constant monitoring
- Monitor costs of utilities, indirect material etc.

#### Safety

- Maintain a strong HSE culture in the operations group.
- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner
- Ensure that adequate safety norms are followed by terminal personnel
- Ensure compliance with all regulatory requirements for plant operations

#### People Management

- Ensure production schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Handle issues related to employee safety, grievances etc.
- Communicate management policies, targets and philosophies to production staff.

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Chemical)

**Experience:** 7~10 years of experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant/cryogenic plant



## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Target Driven</li> <li>• Crisis Management Skills</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Operation Systems Management</li> <li>• Equipment Operation Management</li> <li>• Technical Knowledge (Product &amp; Process)</li> <li>• Knowledge of Business Excellence Initiatives</li> <li>• Orientation towards QHSE</li> <li>• Knowledge about Quality Systems</li> <li>• Knowledge on Statutory Compliances</li> </ul>

### Position Description

<b>Position Title</b>	<b>Officer/ Engineer (Operations)</b>	<b>No. of Post (s)</b>	<b>2</b>	<b>Job Code</b>	<b>E07</b>
-----------------------	---------------------------------------	------------------------	----------	-----------------	------------

## POSITION SUMMARY

The position is responsible to manage day to day production operations; monitor and achieve budgeted production targets and concurrently drive production improvement initiatives for controlling operational costs & improved quality standards.

## POSITION ACCOUNTABILITIES

- Plan for the daily production operation & monitor its execution for timely achievement of the targets
- Plan & execute for productivity/ quality improvement & cost reengineering initiatives
- Handle IR issues related to employee safety, grievances etc.
- Guide & motivate subordinates/ operators through on the job guidance and training
- Ensure that equipment and production processes run safely, efficiently and cost effectively
- Incorporate concepts and quality techniques for improving productivity
- Handle and oversee quality assurance and business excellence initiatives
- Work closely and oversee Technicians to solve problems with machinery
- Providing training and technical support to employees
- Conduct safety training, ensure adherence to safety & environment norms
- Maintain daily logs and reports as per guidelines
- Report, Resolve and record daily issues relating to delays, bottlenecks, manpower

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Chemical)

**Experience:** 2~ 5 years of experience in hydrocarbon sector. Experience in DCS operations is must.



## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Target Driven</li> <li>• Team Working</li> <li>• Decision Making</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Operation Systems Management</li> <li>• Equipment Operation Management</li> <li>• Technical Knowledge (Product &amp; Process)</li> <li>• Knowledge of Business Excellence Initiatives</li> <li>• Orientation towards QHSE</li> <li>• Knowledge about Quality Systems</li> <li>• Knowledge on Statutory Compliances</li> </ul>

### Position Description

Position Title	Operator(Operations)	No. of Post (s)	19	Job Code	T01
----------------	----------------------	-----------------	----	----------	-----

## POSITION SUMMARY

The position is responsible for the operation of a liquefied natural gas (LNG) - Liquefaction & Regasification facility and emergency response. To set the controls and observe gauges and other instrumentation to monitor progress and check for malfunctions, leaks and other faults.

## POSITION ACCOUNTABILITIES

- Start, stop and operate equipment to maintain designated operating parameters
- Ensure the efficient performance of all gas and liquid processing units and associated equipment
- Monitor quality of product to ensure meeting specifications - Accountable for the management of pipeline operations activities in the shift
- Troubleshoot any production disturbances that may occur
- Unload LNG ships in a safe, efficient and timely manner
- Responsible for the general upkeep and maintenance of all facilities and equipment as needed
- Actively participate in safety and security program and initiatives
- Report risks and incidents to the appropriate personnel
- Perform all work in compliance with Company standards, procedures, and regulatory requirements
- Perform site checks and risk assessments before starting work
- Take appropriate action to resolve abnormal conditions
- Assist in the planning and performance of maintenance and repairs on compressors, engines, turbines, auxiliary equipment, pumps, process controls, and related equipment

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Diploma in Chemical/Electrical/Mechanical/Petroleum.

**Experience:** 3 to 5 years of experience in hydrocarbon industry

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Problem Solving Skills</li> <li>• Team Working</li> <li>• Crisis Management Skills</li> <li>• Interpersonal Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of General Operation Processes and Methods</li> <li>• Working knowledge of tools, common appliances and devices</li> </ul>

## Position Description

Position Title	Manager (Mechanical)	No. of Post (s)	1	Job code	M03
----------------	----------------------	-----------------	---	----------	-----

## POSITION SUMMARY

The position is responsible to provide effective supervision & coordination for all the maintenance work in his section/domain. It implements & monitors various maintenance activities in line with the cost, quality & time parameters through innovative maintenance techniques ensuring better reliability of the machines/ equipment's to ensure smooth execution of operations / production.

## POSITION ACCOUNTABILITIES

### Maintenance

- Responsible to ensure uptime of equipment's/ machines for uninterrupted operations 365 days in a year
- Prepare maintenance action plan related to preventive/ corrective maintenance of the plant & machinery and enhance efficiency
- Carry out inspections of the facilities to identify and resolve issues
- Develop maintenance procedures and ensure implementation
- Plan and manage spare parts availability
- Reduce and maintain breakdown to lowest possible period to facilitate regular operation
- Ensure all machine hand-books are properly kept and easily accessible
- Manage relationships with contractors and service providers
- Maintain maintenance logs and reports on daily activities
- Ensure costs are within budgets
- Perform administrative activities such as scheduling workmen, coordinate other reporting as necessary by the operating facility

### Development

- Drive the implementation of productivity improvement, cost & other business excellence control initiatives
- Co-ordinate and ensure ISO requirements
- Plan and carry out planned routine installation inspection



### Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

### Safety

- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner
- Ensuring that adequate safety norms are followed by maintenance personnel
- Ensure compliance with all regulatory requirements
- Ensure proactive support to meet any emergency
- Safety audits of maintenance systems

### People Management

- Ensure maintenance schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Manpower management and resolving the IR issues
- Provide timely information and updates to subordinates

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Mechanical)

**Experience:** 7-10 years of experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Crisis Management Skills</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Target Driven</li> <li>• Leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep</li> <li>• Management of diesel fired power plant</li> <li>• Problem Diagnosing and Resolution Ability</li> <li>• Knowledge on Statutory Compliances</li> <li>• Inventory Management</li> <li>• Orientation towards QHSE</li> </ul>



## Position Description

<b>Position Title</b>	<b>Officer/ Engineer(Mechanical)</b>	<b>No. of Post (s)</b>	<b>2</b>	<b>Job code</b>	<b>E02</b>
-----------------------	--	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

### POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carryout quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Mechanical)

**Experience:** 2 ~ 5 years of experience in hydrocarbon sector

### KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Team Working</li> <li>• Customer Service</li> <li>• Interpersonal Skills</li> <li>• Time Management</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep</li> <li>• Management of diesel fired power plant</li> <li>• Problem Diagnosing and Resolution Ability</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> </ul>



## Position Description

Position Title	Manager (Electrical)	No. of Post (s)	1	Job code	M02
----------------	----------------------	-----------------	---	----------	-----

### POSITION SUMMARY

The position is responsible to provide effective supervision & coordination for all the maintenance work in his section/domain. It implements & monitors various maintenance activities in line with the cost, quality & time parameters through innovative maintenance techniques ensuring better reliability of the machines/ equipment's to ensure smooth execution of operations / production.

### POSITION ACCOUNTABILITIES

#### Maintenance

- Responsible to ensure uptime of equipment's/ machines for uninterrupted operations 365 days in a year
- Prepare maintenance action plan related to preventive/ corrective maintenance of the plant & machinery and enhance efficiency
- Carry out inspections of the facilities to identify and resolve issues
- Develop maintenance procedures and ensure implementation
- Plan and manage spare parts availability
- Reduce and maintain breakdown to lowest possible period to facilitate regular operation
- Ensure all machine hand-books are properly kept and easily accessible
- Manage relationships with contractors and service providers
- Maintain maintenance logs and reports on daily activities
- Ensure costs are within budgets
- Perform administrative activities such as scheduling workmen, coordinate other reporting as necessary by the operating facility

#### Development

- Drive the implementation of productivity improvement, cost & other business excellence control initiatives
- Co-ordinate and ensure ISO requirements
- Plan and carry out planned routine installation inspection

#### Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

#### Safety

- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner
- Ensuring that adequate safety norms are followed by maintenance personnel
- Ensure compliance with all regulatory requirements



- Ensure proactive support to meet any emergency
- Safety audits of maintenance systems

### People Management

- Ensure maintenance schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Manpower management and resolving the IR issues
- Provide timely information and updates to subordinates

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Electrical)

**Experience:** 7~10 years of experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Crisis Management Skills</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Target Driven</li> <li>• Leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep</li> <li>• Management of diesel fired power plant</li> <li>• Problem Diagnosing and Resolution Ability</li> <li>• Knowledge on Statutory Compliances</li> <li>• Inventory Management</li> <li>• Orientation towards QHSE</li> </ul>



## Position Description

<b>Position Title</b>	<b>Officer/ Engineer(Electrical)</b>	<b>No. of Post (s)</b>	<b>4</b>	<b>Job code</b>	<b>E01</b>
-----------------------	--	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

### POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carryout quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Electrical)

**Experience:** 2 ~ 5 years of experience in hydrocarbon sector

### KEY COMPETENCIES

<b>Behavioural</b>	<b>Functional</b>
<ul style="list-style-type: none"> <li>• Team Working</li> <li>• Customer Service</li> <li>• Interpersonal Skills</li> <li>• Time Management</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep</li> <li>• Management of diesel fired power plant</li> <li>• Problem Diagnosing and Resolution Ability</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> </ul>



## Position Description

<b>Position Title</b>	<b>Officer/ Engineer(Instrument)</b>	<b>No. of Post (s)</b>	<b>4</b>	<b>Job code</b>	<b>E03</b>
-----------------------	--------------------------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

### POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carryout quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Instrument)

**Experience:** 2 ~ 5 years of experience in hydrocarbon sector

### KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Team Working</li> <li>• Customer Service</li> <li>• Interpersonal Skills</li> <li>• Time Management</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep</li> <li>• Management of diesel fired power plant</li> <li>• Problem Diagnosing and Resolution Ability</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> </ul>

## Position Description

<b>Position Title</b>	<b>Manager- Marine Operations</b>	<b>No. of Post (s)</b>	1	<b>Job code</b>	M04
-----------------------	-----------------------------------	------------------------	---	-----------------	-----

### POSITION SUMMARY

The position is responsible for assisting the Head –Marine Operations in maintaining safe, orderly and efficient marine operations through adherence to prescribed orders and standards, and marine operating procedures. The position assists in the smooth and efficient turnaround of all vessels calling on the Port by close co-ordination with shipping agents, terminal operators, and local agencies.

### POSITION ACCOUNTABILITIES

#### Marine Operations

- Ascertain all discharge plans are up to date and ready for the incoming vessels
- Manage the day to day terminal operation activities in an effective and cost-efficient manner inter-alia considering safety, quality and productivity
- Pre-plan the schedule of the vessels by ensuring equipment allocated is near at hand
- Liaison with control tower and pilot to ensure proper berth allocation for ships and vessels
- Supervise berthing of vessels and ships by ensuring required resources are available for operations Thereby ensuring safe, smooth and efficient turn around of vessel.Coordinate with vessel officers to ensure uninterrupted vessel operations
- Study and improve existing operations / processes / activities.
- Maintain and update the Port Information Guide which contains the approved Practice and Procedures
- Ensure the smooth and efficient turn-around of all vessels calling on the Port by close co-ordination with shipping agents, local port authorities and agencies as per the key parameters.
- Incharge of all relevant logs, records as required.

#### Safety & Compliance

- Maintain a strong HSSE culture in the operations group.
- Ensure that adequate all HSSE safety norms are followed by terminal personnel and corrective measures are taken in a timely manner
- Ensure compliance with all stipulated regulatory requirements for operations
- Ensure implementation of HSSE in yard and vessel operations
- Conduct risk assessment of each activity in port operations and take corrective/preventive actions
- Maintains the safe utilization of all Port facilities and properties

#### Liaison

- Liaison with the statutory bodies like NHO, DGLL, Coast Guard etc. for any matters pertaining to shipping and port operations
- Liaison with government bodies for timely renewal/ approvals of statutory requirements (Licenses & approvals)

#### Contract management

- Coordinate and monitor execution of work contract as per agreement with subcontractors
- Monitor contractual performance as per agreed terms/ conditions.



## People Management

- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Handle issues related to employee safety, grievances etc.
- Communicate management policies, targets and philosophies to team.

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** DGS certificate for Master /1st Mate FG ships or 1st class degree in Nautical Science

**Experience:** 7~10 years of experience in Terminal operations/ port operations / shipping industry preferably with 2 ~ 3 years' experience in hydrocarbon sector at LNG/LPG terminal

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Target Driven</li> <li>• Crisis Management Skills</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Leadership skills</li> <li>• Decision Making Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Port Operations Management</li> <li>• Commercial Know how</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> <li>• Technical Knowledge (Product &amp; Process)</li> <li>• Knowledge about Quality Systems</li> </ul>

## Position Description

<b>Position Title</b>	<b>Officer Marine Operations</b>	<b>No. of Post (s)</b>	<b>2</b>	<b>Job Code</b>	<b>E08</b>
-----------------------	----------------------------------	------------------------	----------	-----------------	------------

## POSITION SUMMARY

The position is responsible for managing the day to day operations of the port through optimum use of resources and continuously improving the process, productivity, cost, quality of terminal operations; and coordinate port operations and shipping movements at port.

## POSITION ACCOUNTABILITIES

- Planning & execution of shift operations of the port
- Supervise maintenance & upkeep of all marine control equipment's (mooring ropes, fenders, berth aid systems, gangway, mooring ropes etc)
- Coordinate/ communicate with pilots/ tug crew/ mooring crew/ Jetty staff during vessel berthing/ unberthing and keep track of vessel movements
- Maintain presence on berth during ship unloading and monitor progress
- Allocation of tugs for berthing and unberthing operations
- Perform radio checklist when vessel arrives at the port and inform anchor position
- Obtain hydrocarbon and water samples as required
- Board vessel as required prior berthing and/or prior commencement of cargo transfer for cold eye inspection and verification of physical condition of vessel review and confirm
- Ensure continuous compliance with ship shore checklists and agreements. Repetitive vessel rounds as stipulated within same.



- Conduct real time surveillance of water front area and channel to prevent accidents and subversive acts
- Ensure compliance with all regulatory requirements for operations
- Ensure implementation of safety in yard and vessel operations
- Comply with all facility safety, environmental, and health requirements
- Maintain daily logs and reports as per guidelines
- Plan & execute for productivity/ quality improvement & cost reengineering initiatives
- Review of risk assessments and safe and standard operating procedures for various works
- Management of contracted staff and outsourced services

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** DGS certificate for 1st Mate/ 2nd Mate FG ships or MEO Class II / Class IV or Master/1st Mate Home Trade ships or 1st class degree in Nautical Science

**Experience:** 3 to 5 years of experience in Terminal operations/Port Operations / Shipping Industry preferably in hydrocarbon sector

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Target Driven</li> <li>• Team Working</li> <li>• Good People Management Skills</li> <li>• Time Management, Organizational and Multi-Tasking Skills</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Port Operations Management</li> <li>• Equipment Operation Management</li> <li>• Technical Knowledge (Product &amp; Process)</li> <li>• Orientation towards QHSE</li> <li>• Knowledge about Quality Systems</li> <li>• Knowledge on Statutory Compliances</li> </ul>

## Position Description

Position Title	Head/Manager – HR & Admin	No. of Post (s)	1	Job Code	H01
----------------	---------------------------	-----------------	---	----------	-----

## POSITION SUMMARY

The position is responsible to lead and facilitate all HR & Admin processes and systems at the “Terminal” such as policy administration, recruitment, performance management, compensation, training & development etc. with the objective of enhancing service levels of HR within the limits of company's overall HR strategy and plans. The position is also responsible for favorable industrial relations at the terminal including negotiating & entering a settlement with workmen.

## POSITION ACCOUNTABILITIES

### HR Policy Communication & Administration

- Responsible for the overall implementation and execution of HR policies for achieving harmonious industrial relations and enhancing employee motivation
- Monitor the effective execution of HR processes related to training and development, recruitment, performance management, administration, welfare and expenses

### Recruitment & Manpower Planning



- Lead the process of manpower planning for the terminal in conjunction with various departments and in accordance to the business plan of the company
- Frame recruitment & induction policy and ensure that all recruitment needs are addressed within defined framework

### **Training & Development**

- Prepare and implement training and organizational development plans to meet personal, professional and organizational needs of employees
- Responsible for training of all employees and providing adequate guidance for effective implementation of QHSE system

### **Workforce Effectiveness Management**

- Monitor key performance metrics such as attrition, reward & recognition system, employee development reviews, training needs assessment and effectiveness of existing training plans
- Measure workforce productivity and design appropriate counter measures/ initiatives to address any issues/ gaps

### **Corporate HR Initiatives**

- Support the design and implementation of organization wide HR initiatives related to performance, HR systems & processes such as KRA setting, PMS, Variable Pay Plans, etc. to enhance the alignment of the overall HR framework with business needs.

### **Employee Relations**

- Monitor policy adherence and compliance in order to ensure smooth employee relations and a positive organizational climate
- Manage the process of handling HR & IR issues and resolve escalated employee grievance issues

### **Industrial Relations**

- Monitor and ensure that all statutory matters relating to Labour Law, Factories Act, Industrial Disputes Act, Employment Standing Orders etc. are correctly and promptly dealt
- Develop & maintain harmonious industrial relations
- Deal and negotiate with labour/ union as per set guidelines for salary/ wage settlement

### **Administration**

- Oversee the administrative support system security in the company
- Review all administrative activities (like canteen, transport, guest house etc), liaising with various government agencies (like factory inspector, police) to ensure smooth & effective running of the terminal
- Review upkeep of plant and office premises
- Prepare the annual manpower & administrative expense budget and control expenses to ensure that the expense incurred are within the sanctioned budgets
- Monitor regular health/ hygiene inspection of canteens, sewers etc. along-with administration department.



## Welfare

- Plan, formulate and implement fair and just employee welfare policies within the purview of law and organizational requirements

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** MBA – HR/General Management

**Experience:** 7~10 years of experience in HR & IR function

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Negotiation Skills</li> <li>• Communication &amp; Interpersonal Skills</li> <li>• People Management Skills</li> <li>• Analytical Skills</li> <li>• Listening Skills</li> <li>• Problem Solving Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with Good HR Practices</li> <li>• Conflict Management Techniques</li> <li>• Knowledge of Statutory Laws and Compliances - Factory's Act, Minimum Wages Act, Labour Laws and Other Regulations</li> <li>• Understanding of Industrial Relations and Labour Legislations</li> <li>• Orientation towards QHSE</li> </ul>

## Position Description

Position Title	Officer (HR & Admin)	No. of Post (s)	1	Job Code	E10
----------------	----------------------	-----------------	---	----------	-----

## POSITION SUMMARY

The position is responsible to coordinate and monitor recruitment or other HR processes such as policy administration, performance management, training & development, compensation etc. with the objective of enhancing service levels of HR within the limits of Company's overall HR strategy and plans.

## POSITION ACCOUNTABILITIES

### HR Policy Communication & Administration

- Monitor the effective execution of HR processes related to expenses/ travel, recruitment, performance management, payroll, training and development for the plant and resolve any escalated issues
- Maintain employee records and data.

### Corporate HR Initiatives

- Support implementation of organization wide HR initiatives related to performance, HR systems & processes such as KRA setting, PMS, incentives etc to enhance the alignment of the overall HR framework with business needs
- Develop and Maintain Policies and ensure proper documentation



### **Employee Relations**

- Monitor policy adherence and compliance in order to ensure smooth employee relations and a positive organizational climate.
- Manage the process of handling HR issues and resolve employee grievance issues

### **Industrial Relations**

- Monitor all statutory matters relating to Labour law, Factories Act, Industrial Disputes Act, employment standing orders etc. and ensure they are correctly and promptly dealt
- To develop harmonious industrial relations
- Assist in developing and negotiating enterprise-based agreements
- Develop and administer policies on different employee classifications, wage structures and related matters

### **Recruitment Planning and Implementation**

- Coordinate with department/ function for finalizing manpower budget, manpower requirement and planning
- Interact with various sourcing options such as placement consultants
- Screening application forms and shortlisting applicants
- Devising, running and evaluating selection processes including interviews, psychometric tests, personality questionnaires and various group activities
- Design and conduct new employee orientations

### **Training & Development**

- Coordinate with Departmental Heads to identify the various training and developmental needs of employees
- Plan, organize and execute training programs in terms of - Technical development, Managerial skills, Behaviour & Attitude

### **Compensation & Benefits**

- Gather and analyze market data to measure the competitiveness of the employee's compensation and benefits package, and make recommendations as appropriate.
- Assist with the annual salary review process, as and when required.

### **PMS**

- Plan for employee's performance appraisal
- Coordinate with all departments to develop and implement the performance appraisal system
- Coordinate with departments for review of KRA's and updation of Job Descriptions

## **LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED**

**Qualification:** MBA - HR/General Management

**Experience:** 2~5 year of experience in HR function

## **KEY COMPETENCIES**



Behavioural	Functional
<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Basic Counseling Skills</li> <li>• Effective Verbal and Listening Skills</li> <li>• Communications Skills</li> <li>• Computer Skill</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Multiple Human Resource Disciplines</li> <li>• Conversant with Concepts and Trends in Human Resource</li> <li>• Knowledge of Statutory Compliances</li> </ul>

### Position Description

<b>Position Title</b>	<b>Manager – HSE</b>	<b>No. of Post (s)</b>	1	<b>Job Code</b>	M05
-----------------------	----------------------	------------------------	---	-----------------	-----

### POSITION SUMMARY

The position is responsible for the review, development, implementation and monitoring of the Terminal's Health and Safety management systems. The position holder must ensure the safety of employees, visitors and contractors in line with current health and safety standards and associated rules

### POSITION ACCOUNTABILITIES

#### HSE Policies and Procedures

- Review, develop and implement health and safety policies, procedures and guidance, in keeping with best practices and applications
- Promote good health, safety and environmental practices for all Terminal activities
- Devise, develop and monitor effective Risk Assessment management strategies and make recommendations on the implementation of these strategies
- Monitor, evaluate and review existing, new and upcoming health and safety rules and ensure that the Terminal has systems and procedures in place to meet legal compliance
- Ensure that rigorous risk assessment and accident management systems are in place
- Undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
- Design and deliver training sessions & comprehensive and relevant information to employees on key areas of Terminal activity in relation to health, safety and environment systems and procedures
- Ensure that appropriate records are maintained in compliance with legal requirements

#### Monitoring Performance

- Propose, implement and monitor measures necessary to comply with HSE rules
- Carry out or arrange workplace safety audits and ensure that any remedial recommendations are implemented



- Ensure that statutory requirements are being upheld throughout the Terminal

### Health and Safety

- Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action
- Maintain accident/ deviation statistics, analyse trends and take remedial action where necessary
- Liaise with other agencies and relevant authorities and provide assistance and cooperation concerning audits and remedial actions
- Develop procedures to ensure that contractors, suppliers and other irregular visitors comply with relevant Terminal health and safety policies
- Undertake regular Terminal safety inspections in conjunction with concerned authorities

### Environmental Management

- Be the catalyst for activity and commitment to environmental management
- Identify opportunities for continuous environmental improvement and implement programmes to ensure legal compliance and reduce risk of non-compliance
- Promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations
- Represent the Company with local and national health, safety and environment bodies
- Manage and control the plant's recycling and waste management procedures
- Provide technical support to the Maintenance Department on projects and on building modifications that have environmental impacts and aspects

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE with Diploma in Industrial Safety/M.Sc with Diploma in Industrial Safety

**Experience:** 7~10 years of experience with minimum 5 years of experience in health, safety and environment in LNG industry for candidates having BE background and 10~13 years of experience with minimum 5 years of experience in health, safety and environment in LNG industry for candidates having M.Sc background

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• People Management Skills</li> <li>• Liaisoning Skill</li> <li>• Listening Skills</li> <li>• Crisis Management Skills</li> <li>• Problem Solving Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HSE Standards</li> <li>• Terminal safety Hazard Identification techniques</li> <li>• HSE Risk assessment</li> <li>• Orientation towards QHSE</li> <li>• Knowledge on Statutory Compliances</li> </ul>

## Position Description



<b>Position Title</b>	<b>Officer – HSE</b>	<b>No. of Post (s)</b>	<b>4</b>	<b>Job Code</b>	<b>E04</b>
-----------------------	----------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position shall assist the Manager - HSE in the implementation of the HSE Management System and ensure that everyone in the company complies with health, safety and environment laws. The position is responsible for minimizing the chances of risks, injuries and accidents and improving the safety & health standards of the employees

### POSITION ACCOUNTABILITIES

- Support the HSE Manager and team with planning, coordinating and implementing effective HSE policies, guidelines and procedures to meet the department objectives
- Support the HSE Manager to perform regular HSE audits at the Terminal
- Monitor compliance to the HSE policies and procedures by conducting regular inspections and internal auditing of Terminal activities
- Keep a check on various safety-related points (noise levels, pipeline, use of machinery etc.)
- Conduct routine tours of the working areas and log details of the observations (unsafe conditions and unsafe acts, near miss / incident) in the Daily Observation Register
- Report any serious safety breaches that are life-threatening
- Assist in identifying safe systems of work and recording them in the safe work method statements
- Provide support all departments in various aspects of safety, occupational health and environmental issues
- Provide support to the department on the implementation of Company-wide HSE initiatives eg. ISO/OHSAS etc
- Conduct, coordinate & ensure employee trainings and drills are implemented as part of the company's training and HSE program
- Investigate and complete the process for close out of all Accident Investigation Reports and prepare/submit lessons learned to the HSE Manager
- Track and provide regular HSE performance reports to the Manager
- Assist in ad-hoc HSE tasks/projects as required.
- Monitor and review subcontractor Health & Safety plans

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE with Diploma in Industrial Safety/M.Sc with Diploma in Industrial Safety

**Experience:** 3~5 years of experience in health, safety and environment preferably in the hydrocarbon industry for candidates having BE background and 6~8 years of experience in health, safety and environment preferably in the hydrocarbon industry for candidates having M.Sc background

### KEY COMPETENCIES

<b>Behavioural</b>	<b>Functional</b>
<ul style="list-style-type: none"> <li>• Communications Skills</li> <li>• Good Public Relation Skill</li> <li>• Basic Counseling Skills</li> <li>• People Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HSE Standards</li> <li>• HSE Risk assessment</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> </ul>

### Position Description



<b>Position Title</b>	<b>Officer - Fire</b>	<b>No. of Post (s)</b>	<b>1</b>	<b>Job Code</b>	<b>E05</b>
-----------------------	-----------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible for promoting good fire safety practices across the Terminal and ensuring the effective day to day management of the 'fire safety within plant'. It is responsible for ensuring and maintaining fire safety for the facility; implement preventative measures, maintain terminal safety standards, create and implement safety policies and train in appropriate fire safety procedures.

### POSITION ACCOUNTABILITIES

- Implement fire safety policies, protocols and procedures
- Perform regular fire safety inspections to meet the necessary fire safety codes and regulations
- Respond to fire emergencies, investigate and report the causes of fire and take appropriate actions
- Maintain all fire safety equipment such as fire extinguishers and other fire-suppression equipment
- Provide education and training to all company and facility staff members.
- Ensure that all staff are adequately aware of fire safety code and preventative measures in order to facilitate the safety of a Terminal and its employees and reduce violations
- Identify any code of violations or failures to adhere to appropriate regulations and address the same
- Assist in Firefighting certification
- Maintain a robust Fire safety inspection program
- Audit of Fire safety equipment's
- Assist in crisis / risk management and contingency planning

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Fire/ Chemical/ Electrical/ Mechanical) with additional professional qualifications in Fire & Safety Management Systems.

**Experience:** 2~5 years of experience in hydrocarbon sector with minimum 2 years of experience in fire safety.

### KEY COMPETENCIES

<b>Behavioural</b>	<b>Functional</b>
<ul style="list-style-type: none"> <li>• People Management Skills</li> <li>• Liaisoning Skill</li> <li>• Crisis Management Skills</li> <li>• Problem Solving Skills</li> <li>• Surveillance Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of fire extinguishers and other related fire prevention and suppression equipment.</li> <li>• Knowledge of Safety Standards</li> <li>• Knowledge on Statutory Compliances</li> <li>• Orientation towards QHSE</li> </ul>

### Position Description



<b>Position Title</b>	<b>Operator – Fire</b>	<b>No. of Post (s)</b>	<b>5</b>	<b>Job Code</b>	<b>T02</b>
-----------------------	------------------------	------------------------	----------	-----------------	------------

## POSITION SUMMARY

The position is responsible to ensure and prevent fires by conducting safety inspections and maintaining fire protection systems. To recognize fire hazards, apply technical knowledge, and perform services to control and prevent fires.

## POSITION ACCOUNTABILITIES

- Maintain and operate the fire/ safety equipment such as fire extinguishers, alarm systems, fire hoses, sprinklers and elevators.
- Inspect and test fire protection and/or detection systems to ensure that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards
- Troubleshoot and/or repair/ replace defective fire/safety equipment and elevators
- Inspect the Terminal/ buildings for compliance with fire-safety standards
- Replace faulty smoke detectors and report any problems to appropriate personnel
- Assist with the monthly inspection of fire extinguishers
- Disable and re-enable fire panels as directed.
- Respond to fire emergencies, investigate and report the causes of fire
- Perform preventative work on buildings and equipment to reduce the need for maintenance and replacement

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Diploma in Engineering with additional professional qualifications Fire & Safety Management Systems.

**Experience:** 3–5 years of experience in hydrocarbon sector with minimum 2 years of experience in fire protection and/or detection systems

## KEY COMPETENCIES

<b>Behavioural</b>	<b>Functional</b>
<ul style="list-style-type: none"> <li>• People Management Skills</li> <li>• Crisis Management Skills</li> <li>• Problem Solving Skills</li> <li>• Surveillance Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Firefighting certification</li> <li>• Knowledge of fire extinguishers and other related fire prevention and suppression equipment.</li> <li>• Knowledge of Safety Standards</li> </ul>

## Position Description



<b>Position Title</b>	<b>Head – Security</b>	<b>No. of Post (s)</b>	<b>1</b>	<b>Job Code</b>	<b>H02</b>
-----------------------	------------------------	------------------------	----------	-----------------	------------

## **POSITION SUMMARY**

The position is responsible to maintain a safe and secure environment across the “Terminal” by establishing and enforcing security policies and procedures and supervising the security guard force. The role also includes overall monitoring and control of coastal security measures and OHC at the terminal

## **POSITION ACCOUNTABILITIES**

### **Terminal Security and Surveillance**

- Develop and implement the plant security plans, systems, policies, protocols and procedures
- Safe guard the LNG terminal against intrusion and unauthorized entry of personnel
- Ensure the safety and security of employees, staff, visitors and contractors and liaison with all department heads to ensure that employees are adhering to established security procedures always
- Evaluate suspected security breaches and recommend corrective actions
- Control budgets for security operations and monitor expenses
- Devise the maintenance program in coordination with HoD Maintenance for anti-intrusion system, access control system and CCTVs so that these are available 365 days in a year
- Maintain security records, gangway log sheets, equipment maintenance records, security patrol log sheets, training and visitor records

### **Risk Management**

- Develop and maintain an updated checklist for all CCTV equipment's, alarmed doors, and panic/ duress alarms to ensure that they are fully functional
- Conduct regular mock fire evacuation drill as per the terminal emergencies standards
- Develop and advise key personnel of emergency procedures
- Establish crisis management and contingency plans & implement action plans to monitor and control risk
- Conduct investigations and compile reports on a timely manner for any theft, loss, accidents or any aspect that risk the safety of the plant



### People Management

- Manage the team of outsourced security personnel
- Supervise all security personnel and give clear direction on all security related aspects
- Assign duties and schedule staff for balancing needs of the terminal meeting productivity standards
- Develop training for the security force, employees and contractors regarding security issues
- Provide adequate human resources for effective implementation of QHSE system for the function

### Statutory Compliance

- Co-ordinate with police, fire services and other external agencies dealing with security and disaster management
- Ensure compliance with all security standards and preventative measures
- Responsible for the safe keeping and proper maintenance of all security devices and equipment's

### Others

- Ensure effective functioning of occupational health centre
- Periodic review of medical and first aid facilities available at the plant

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Graduate/ Post Graduate

**Experience:** Ex. Serviceman with the rank of Captain or above having 15 years of experience in with minimum 5 years of experience as Security Head preferably at an LNG terminal or port

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Communication &amp; Interpersonal Skills</li> <li>• People Management Skills</li> <li>• Decision Making Skills</li> <li>• Listening Skills</li> <li>• Problem Solving Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Safety &amp; Security Standards</li> <li>• Orientation towards QHSE</li> <li>• Knowledge on Statutory Compliances</li> <li>• Conflict Management Techniques</li> </ul>



## Position Description

<b>Position Title</b>	<b>Manager - Security</b>	<b>No. of Post (s)</b>	<b>1</b>	<b>Job Code</b>	<b>M06</b>
-----------------------	---------------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position will assist the Security Head to provide complete security and safety at the Terminal – its employees, premises, visitors, information systems and other assets. The position is responsible to manage a team of Security Officers and guard force and play an active role in the management of security related contracts.

### POSITION ACCOUNTABILITIES

#### Terminal Security

- Ensure operational delivery and communication of security policy
- Ensure that each layer of security is audited and maintained to an appropriate level
- Assess security risks and ensure that proportionate measures are in place to protect – employees, premises, assets etc.
- Maintain security records, gangway log sheets, equipment maintenance records, security patrol log sheets, training and visitor records
- Develop a culture of security awareness and practice throughout the whole of the Terminal

#### Risk Management

- Ensure that all security equipment's - CCTV, alarmed doors, and panic/ duress alarms etc are fully functional
- Conduct regular mock fire evacuation drill as per the terminal emergencies standards
- Ensure that the key personnel are trained for the emergency procedures
- Conduct investigations and prepare report for any theft, loss, accidents or any aspect that risk the safety of the plant
- Co-ordinate with police, fire services and other external agencies dealing with security and disaster management
- Ensure compliance with all security standards and preventative measures





### Ensure effective (front-line) management of contracts

- Ensure that contracts for security services and systems are efficiently and effectively managed on a day-to-day basis
- Ensure that weaknesses and breaches are reported upwards
- Recommend changes to the contracts and delivery of services to provide modern innovative services supporting terminal targets and objectives
- Hold regular meetings with the service providers and ensure that reports are prepared to assist the Security Head during contract review meetings

### People Management

- Ensure that the manned security contract delivers to the best possible standard and efficiency
- Ensure that professional security staff are positioned and trained to provide operational excellence
- Align 'in house' and 'out sourced' staff and assets to maximize efficiency
- Ensure that the team has effective management, communications, resources, training and resilience
- Assist the establishment of a single point of contact and an accessible centralized system for intelligence and administration, protected by appropriate security and support by appropriate resources
- Manage the resources of the team in accordance with policy and guidance

## LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Graduate/ Post Graduate

**Experience:** Ex. Serviceman with the rank of Captain or above having 7-10 years of experience in with minimum 5 years of experience as Security Officer in large infrastructural company / LNG terminal or port

## KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• People Management Skills</li> <li>• Listening Skills</li> <li>• Crisis Management Skills</li> <li>• Problem Solving Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Safety &amp; Security Standards</li> <li>• Orientation towards QHSE</li> <li>• Knowledge on Statutory Compliances</li> <li>• Conflict Management Techniques</li> </ul>



## Position Description

<b>Position Title</b>	<b>Officer - Security</b>	<b>No. of Post (s)</b>	<b>4</b>	<b>Job Code</b>	<b>E09</b>
-----------------------	---------------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible for providing security for employees and property within the Terminal by patrolling and monitoring premises and personnel. The position is responsible to manage a team of guards

### POSITION ACCOUNTABILITIES

- Provide secure work environment by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Allocate & Ensure that the manned contract security guards deliver to the defined standards and efficiency
- Implement security policies, protocols and procedures
- Prevents losses and damage by reporting irregularities, informing violators of policy and procedures
- Maintain and record observations, information, occurrences, and surveillance activities
- Ensure compliance to legal requirements
- Contribute in achieving the departmental objectives
- Assist in crisis / risk management and contingency planning
- Periodic patrol of interior and exterior areas of the Terminal
- Observe and report and record suspicious activities and persons
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Post Graduate

**Experience:** 3~5 years of experience in with minimum 2 years of security experience

### KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• People Management Skills</li> <li>• Crisis Management Skills</li> <li>• Problem Solving Skills</li> <li>• Surveillance Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Safety &amp; Security Standards</li> <li>• Knowledge on Statutory Compliances</li> <li>• Safety Management</li> <li>• Orientation towards QHSE</li> <li>• Conflict Management Techniques</li> </ul>



## Position Description

<b>Position Title</b>	<b>Officer - LAB</b>	<b>No. of Post (s)</b>	<b>1</b>	<b>Job Code</b>	<b>E06</b>
-----------------------	----------------------	------------------------	----------	-----------------	------------

### POSITION SUMMARY

The position is responsible for the day-to-day operations of the laboratory. Ensure that the laboratory operates using the best quality practices in order to comply with all company quality, health, safety & environment practices at all times.

### POSITION ACCOUNTABILITIES

- Organize the day-to-day operations of the laboratory
- Data analysis and report generation as per established guidelines
- Liaise with key staff to ensure the smooth running of the laboratory
- Demonstrate compliance to all test methods, procedures and quality systems essential criteria
- Identify and implement improvements to current laboratory operations
- Ensure that each job/ test is completed in a timely and accurate manner.
- Ensure delivery of agreed analysis to timescales and cost
- Review outstanding work with respect to deadlines and prioritize activities of shift technicians
- Maintenance of lab equipment, including calibration and troubleshooting
- Monitor and resolve Quality issues (Internal audits / Statistical process control (SPC) monitoring), File Checking, Method updates etc.
- Ensure that testing work is carried out in line with the requirements of the laboratory standards
- Design the laboratory and process apparatus for the optimization of adsorption processes
- Manage and safely run the laboratory and leadsafety reviews of complex laboratory experiments/ equipment's

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** BE (Chemical)/ M.Sc. Degree in Chemistry

**Experience:** 2 ~ 5 years of experience in hydrocarbon sector

### KEY COMPETENCIES

<b>Behavioural</b>	<b>Functional</b>
<ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Communication Skills</li> <li>• Excellent Time Management, Organizational and Multi-tasking Skills</li> <li>• Problem Solving Skills</li> <li>• Crisis Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection and analyses</li> <li>• Ability to operate various laboratory equipment and instruments</li> <li>• Working knowledge of tools, common appliances and devices</li> <li>• Laboratory safety precautions</li> <li>• Orientation towards QHSE</li> </ul>



## Position Description

<b>Position Title</b>	<b>Executive – Finance &amp; Accounts</b>	<b>No. of Post (s)</b>	1	<b>Job Code</b>	T03
-----------------------	---	------------------------	---	-----------------	-----

### POSITION SUMMARY

This position is responsible for preparation and disbursement of employee salary & expenses. It handles filing of statutory returns related to Salary, Contractors, Rent & other statutory retiral benefits.

### POSITION ACCOUNTABILITIES

- Special Economic Zone related compliances.
- Preparation of Refund claims under indirect taxes.
- Income Tax - TDS and GST related compliances.
- PF related compliances.
- Routine accounting function,
- Reconciliation of different statements / ledgers, Assistance for different Audits, Monitoring Loan statements on routine basis

### LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

**Qualification:** Bachelor in Commerce, Certificate course of Tally ERP

**Experience:** 7~10years in F&A Function having experience in SEZ Company.

### KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Conceptual and Analytical Skills</li> <li>• Communication Skills</li> <li>• Team Work</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Accounting Processes, Practices, Norms and Standards</li> <li>• Knowledge of Statutory Compliances</li> <li>• Well versed with Income Tax, PF &amp; Gratuity Regulations</li> <li>• Good all round understanding of Accountancy and Audit Practices</li> <li>• Good IT Skills</li> </ul>