



**One of India's leading producers of fertilizers and industrial chemicals,**

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

### **JOB DESCRIPTION**

*Designation: General Manager-Projects*

*Function: Projects*

*Location: Talaja*

*Sector: Projects*

*Purpose of the Job:*

- *To execute assigned project costing around Rs.400-700 crores as per agreed design, timelines, budgeted costs, complying with international quality and safety, health & environmental norms to achieve the company's business goal.*
- *The position is responsible for complete project management, man-management. Planning and timely delivery of the assigned Project.*

**Overview/ Responsibilities: As a Project Manager, you will be expected to:**

<b>Key Accountabilities for the position</b>	<b>Major Tasks for the position</b>
Project Planning	<ol style="list-style-type: none"> <li>1) Explains implications of changes to project scope and/or objectives to the management and to the project team.</li> <li>2) Leads the team to prioritize signed off project work based on analysis of strategic importance, tasks outstanding, obstacles or barriers, budgets, resources and deadlines.</li> <li>3) Creates or participates in the creation of project documentation.</li> <li>4) Manages the stakeholders, team members, or contract personnel to design a solution and establish associated project time lines and budgets that allow for the delivery of the most strategic functionality within the project constraints.</li> <li>5) Establishes and maintains a usable and well-communicated schedule for all phases of a project.</li> </ol>
Budgeting and preparation of cash flow chart	<ol style="list-style-type: none"> <li>1) Understand and implement the correct billing procedures.</li> <li>2) Tracks and reports team hours and expenses on a weekly basis.</li> <li>3) Prepares cash flow chart for next 3 months.</li> <li>4) Manages project budget.</li> <li>5) Ensures timely and accurate invoicing.</li> </ol>
Project Execution and Control	<ol style="list-style-type: none"> <li>1) Major responsibility is co-ordination between all project parties.</li> <li>2) Be accountable and manage the project to ensure complete execution of project on time as per scope and budget that includes Vendor selection, Procurement and construction monitoring of OSBL area.</li> <li>3) Evaluate all key project deliverable</li> <li>4) Responsible for formal sign off on all project deliverable;</li> <li>5) Ensure project meets internal and client expectations with respect to quality, budget, delivery time lines, and strategy.</li> <li>6) Identify, track, manage and mitigate risk.</li> </ol>

***"We believe together we can achieve excellence! "***



	7) Where project control is in jeopardy, create contingency plans with appropriate input from key team members and implement a revised project schedule, scope or budget in a timely manner.
Resource Management	<ol style="list-style-type: none"> <li>1) When necessary work with external contractors in addition to internal resources.</li> <li>2) Define skill sets (competencies) required for the project based on project specifications and requirements</li> <li>3) Determine resource requirements (including staffing, software, hardware, and facilities) of projects, based on project specifications.</li> <li>4) Determine project roles of team members based on project requirements, time frames and budget.</li> <li>5) Evaluate requirement of contract services and draft such services.</li> </ol>
Project Communication	<ol style="list-style-type: none"> <li>1) Uses sound judgment in all project communication and ensure that key stakeholders including the Team, client and management are apprised of project activities in a timely manner.</li> <li>2) Communicates progress, risks, expectations, time lines, milestones and other key project metrics to clients and team members.</li> <li>3) Be prepared to discuss project quality, client and team satisfaction, and project success metrics during regularly scheduled and ad hoc project review meetings.</li> <li>4) Tracks and reports weekly on percent complete, budget burn, earned value, slippage, project effort and duration to complete and other key project metrics.</li> </ol>
Projects Related Liaisoning with Govt/Semi Govt authorities	<ol style="list-style-type: none"> <li>1) Co-ordinate to obtain requisite statutory approvals in relation to Projects by developing and maintaining rapport with concerned Govt authorities</li> <li>2) Co-ordinate to prepare necessary technical drawings / documents related thereto</li> </ol>
<b>Educational Qualifications</b>	<b>Total years of experience</b>
BE/B.Tech in Mechanical/Chemical Engineering	Minimum 15-20 years of experience of project execution and management. Candidate should have experience of execution of at least one Green field Project in Fertilizer and Petrochemicals Industries where integrated and multifunctional coordination is required.
<b>Technical /Functional Expertise:</b>	
<ol style="list-style-type: none"> <li>1) Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders.</li> <li>2) Demonstrated experience in leading and managing complex projects.</li> <li>3) Knowledge of labor force strategies would be an asset</li> <li>4) Excellent organizational skills with demonstrated ability to execute projects on time and on budget.</li> <li>5) Strong interpersonal, communication, facilitation and presentation skills.</li> <li>6) Strong analytical and problem solving skills</li> <li>7) Ability to work independently and with minimal supervision.</li> <li>8) Demonstrated ability to work in a small team setting.</li> <li>9) Good computer skills, proficient with ms office applications, MS project and other project management tools.</li> <li>10) Ability to communicate effectively in both official languages is an asset.</li> <li>11) Must be able to apply innovative and effective management techniques to maximize employee performance.</li> <li>12) Thorough understanding of corporate and industry practices, processes, standards etc. And their impact on project activities is vital.</li> <li>13) Superior communication and interpersonal (tact, diplomacy, influence etc.).</li> <li>14) Ability to think through bottle necks and have the entrepreneurial drive to deliver under strict timelines</li> <li>15) Demonstrate resilience under crisis</li> </ol>	

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