



# Job Description

*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: Manager/ Sr Manager*

*Function: NPK (Production)*

*Location: K1- Taloja*

*Sector: Manufacturing (K-1)*

*Purpose of the Job: NPK Production*

**Overview/ Responsibilities: As a < Manager/ Sr Manager >, you will be expected to:**

### **Job Purpose:**

- Summarizes the main points of the job description which may include key responsibilities, functions, and duties
- Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder
- Should contain 1 - 3 key points
- To achieve the targeted production of NPK fertilizers conforming to the product specification, at highest possible productivity level ensuring adherence to the set norms with respect to safety, health and environment



# Job Description

Key Accountabilities & Outcomes	
<b>Key Accountability</b>	<b>Major Activities/ Tasks</b>
<ul style="list-style-type: none"> <li>• Main areas of accountability / key goals of the Job.</li> <li>• Should contain five to Seven Key Accountabilities.</li> <li>• Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process &amp; Learning and Growth)</li> </ul>	<ul style="list-style-type: none"> <li>• The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals</li> </ul>
<ul style="list-style-type: none"> <li>• Achievement of Budgeted production targets.</li> <li>• On stream days as per budget.</li> <li>• Customer complaints and stock out situation.</li> <li>• Specific consumption norms.</li> <li>• SLA compliance</li> <li>• No of Improvement / Suggestion schemes.</li> <li>• Overtime control</li> <li>• Plant availability/ reliability</li> <li>• Off spec material produced</li> <li>• Compliance to EHS               <ul style="list-style-type: none"> <li>• Team Working</li> <li>• Training &amp; Development</li> <li>• Process improvement drives.</li> <li>• Monitoring of safety interlocks &amp; ensuring they are healthy.</li> <li>• To assess the hazards associated with jobs ( IER &amp; HIRA ) and take appropriate actions to eliminate or minimize the effects.</li> <li>• To ensure the personnel working under him wears proper PPE.</li> <li>• To identify any existing unsafe condition &amp; take corrective actions immediately.</li> <li>• Acting as an Incident Controller as per "On-site Emergency plan"</li> <li>• Ensure all jobs are carried out as per given SOP/ OCP.</li> <li>• Ensuring the plant, equipments,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Deployment of adequate manpower to ensure smooth &amp; safe operation.</li> <li>• Optimizing the plant parameters to meet the plant efficiencies.</li> <li>• To plan the maintenance of equipments which will include the safe handing over &amp; taking back without adversely affecting the production target.</li> <li>• Co-ordination with all other plant shift in charges for utilities, power &amp; other inputs for smooth operation.</li> <li>• To meet Product dispatch requirements.</li> <li>• Trouble shooting effectively to reduce potential hazards &amp; downtime.</li> <li>• Bring in improvement schemes based on the experiences during shift operations.</li> <li>• Close monitoring of shutdown &amp; start up activities.</li> <li>• Monitoring of Loss points of Materials handled.</li> <li>• Ensuring the availability of stand by equipments.               <ul style="list-style-type: none"> <li>• Ensure quality of the product all the time</li> <li>• Unloading of incoming raw materials in time</li> <li>• Ensuring all materials unloaded are as per spec</li> <li>• Ensuring product is loaded into trucks with no contamination</li> </ul> </li> </ul>



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<p>work place clean &amp; safe.</p> <ul style="list-style-type: none"> <li>• Monitor effluent quality and ensuring no ingress of process effluent to SWD.</li> <li>• Reporting of Near Miss Accidents.</li> <li>• Completing the tasks assigned to achieve and improve IMS Maturity/ any EHS related initiatives.</li> <li>• SAP related activities</li> </ul>	
<p>- Carrying out the activities as instructed for any Improvement Drives adopted .</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• On the job training of subordinates.</li> <li>• De-briefing of Job Instructions.</li> <li>• Holding informal discussions on plant related technical /EHS issues and up-dation. of</li> <li>• Periodic refresher training</li> </ul>

<p><b>Education Qualifications / Background</b></p> <ul style="list-style-type: none"> <li>• State minimum qualification required by the Job Holder to work effectively on this position</li> </ul>
<ul style="list-style-type: none"> <li>• B.E./ B Tech – Chemical</li> </ul>
<p><b>Relevant and Total Years of Experience</b></p> <ul style="list-style-type: none"> <li>• Mention years of experience required for the job</li> <li>• Elaborate more of the relevance / type of the job experience required by the role</li> </ul>
<p>Minimum 5-10 years experience in fertilizer industry as Shift In charge</p>
<p><b>Technical/ Functional Expertise</b></p> <ul style="list-style-type: none"> <li>• State minimum proficiency required on specific technical or functional skills required for the Job Role</li> </ul>
<p>Technical knowledge of fertilizers plant operation.</p> <ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Trouble shooting and problem solving skills</li> <li>• High level of inter personal skills</li> <li>• Understanding of business environment</li> </ul>



# Job Description

- EHS Norms & it's impact on Business

## **Behavioural Competencies (List only 3- 5 specific behavioural competencies)**

- State behavioural competencies required to function effectively at this position

- Excellent written & verbal communication skills
- Negotiation Skills
- Customer Oriented
- Creativity & Innovation
- Strong interpersonal relationship development skills
- Multi tasking abilities
- Systematic and methodical

## **Personality (List only 3- 5 specific personality characteristics)**

- Write personal characteristics/ personality type that is suitable to work at this job level.
- Respect
- Integrity
- Non discrimination
- Excellence in whatever we do
- Well -being of others