***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:* Dy. Project Manager *Function:* Project & Complex Utility Operations *Location:* Gopalpur - ODISHA *Sector:* TAN - Gopalpur

*Purpose of the Job:*

* Overall responsible for delivering the project within agreed time schedule and budgeted cost with co-ordination of all stake holders- Licensors/EPC Contractor/PMC/DFPCL/Statutory Authorities etc.
* To Evaluate and implement Large Scale Project as per agreed design, time lines, budgeted cost estimates, in the required quality and total safety to achieve the company business goal. Person shall be responsible for complete project management, man-management. planning and timely execution of the Project work
* Develop & plan the strategies for fulfilling demands of the businesses by managing operations of the unit in a manner that maximize productivity without compromising quality & EHS compliance. Also to continuously work upon & improve operational excellence, quality & energy management, talent management & effective internal /external relations.

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

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| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| Project Planning | * Explain implications of changes to project scope and/or objectives to the management and to the project team.
* Lead the team to prioritize signed off project work based on analysis of strategic importance, tasks outstanding, obstacles or barriers, budgets, resources and deadlines.
* Create, or participate in the creation of, project documentation.
* Manage 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.
* Establish and maintain a usable and well-communicated schedule for all phases of a project.
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| Budgeting and preparation of cash flow chart | * Understand and implement the correct billing procedures.
* Tracks and reports team hours and expenses on a weekly basis.
* Prepare cash flow chart for next 3 months.
* Manages project budget.
* Ensures timely and accurate invoicing.
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| Project Execution and Control | * Be accountable and manage the project to ensure complete execution of project on time as per scope and budget.
* Evaluate all key project deliverable
* Responsible for formal sign off on all project deliverable;
* Ensure project meets internal and client expectations with respect to quality, budget, delivery time lines, and strategy.
* Identify, track, manage and mitigate risk.
* 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.
* Oversee construction activity
* Oversee HSE activity
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| Resource Mgt. | * When necessary work with external contractors in addition to internal resources.
* Define skill sets (competencies) required for the project based on project specifications and requirements
* Determine resource requirements (including staffing, software, hardware, and facilities) of projects, based on project specifications.
* Determine project roles of team members based on project requirements, time frames and budget.
* Evaluate requirement of contract services and draft such services.
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| Management & review of performance of operations department | * Manage , measure , & review performance capability & morale of the production , supply chain & procurement , quality , HSE , Maintenance & Utilities departments as well as the support functions ( Finance , IT , systems ) in operations
* Sanction new infrastructure , technology , resources , capital etc to support performance improvement from time to time following the DOA approved by the DFPCL management.
* Ensure that the required training other capability development opportunities are available to the team , provide continuous feedback to sub ordinates .
* Give appropriate feedback & provide expertise to the operations departments from time to time , continuously building ones functional & leadership skills
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| Capital expenditure & project feasibility decisions  | * Assess project proposals received from business , support & provide insights to projects team for evaluation of project feasibilities , priorities & sanction projects for various operational & business needs .
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| Industrial relations | * Ensure high level of compliance to all statutory requirements
* Build relations with various external agencies such as industry bodies , contractors , customers , suppliers , nearby industries , statutory authorities & various govt. functions
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| ***Educational Qualifications*** | ***Total years of experience*** |
| Bachelor of Engineering in large/medium size project Management /manufacturing in continuous process plants (Petrochemicals/ Chemicals / Refinery / Fertilisers) | With minimum experience of 15-20 years |
| ***Technical /Functional Expertise:***  |
| * Strategic Thinking & In-depth knowledge of operations management
* Financial & commercial acumen
* Through understanding of product manufacturing process
* Knowledge of Best EHS practices
* Knowledge of company’s strategies, structure & practices
* Proven ability to build, sustain & influence relationship, at all levels of organisation
* Strong conceptual, planning, conflict management & decision-making skills
* Deep data analysis, planning & forecasting skills
* Strong negotiation & relationship management skills
* Deep people development, coaching /mentoring & team building abilities
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