

Position: Manager (Operation & Maintenance)- Mechanical/Electrical/Telecom & Instrumentation (T&I)

Job Description

Job Overview

The role initially involves handling assigned activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. Upon commissioning of the pipeline, the job would involve activities related to Operation and Maintenance of the pipeline and various other such activities for the Pipeline and Company at field or HQ locations. Incumbent shall be responsible for various activities related to Pipeline Operation & Maintenance etc. Incumbent should possess excellent supervisory skills & knowledge of Codes, Policies, Standards and best practices of Pipeline. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant), Contractor and other Stakeholders during Construction stage.

Key responsibility Area

- Knowledge and Understanding of Pump Station, layout, operation of critical station equipment
- Understanding and operational knowledge of function of SCADA, SCC, LDS
- Understanding LPG pipeline design basics
- Knowledge of latest development in technologies related to pipeline operation
- Understanding of Gas Chromatograph
- Understanding of and requirements related to OISD guidelines/standards.
- Minimizing pipeline shutdowns both due to operational and maintenance reasons
- Carry out maintenance and fault finding
- Has through understanding of station layout and linked customers (internal & external)
- Cooperate and coordinate with EPMC and ensuring compliance with applicable codes practices policies performance, Specification etc.
- Carry out electrical or mechanical installation work at a variety of industrial/ construction locations involving a number of different processes.
- Carry out inspection and testing work of installations to check compliance with current standards and regulations.
- Check electrical plans, drawings and quantities for accuracy of calculation.
- Monitoring and ensuring that the work progress is within the schedules & Mobilize resources to roll out the construction program.
- Preparing and presenting technical materials such as cost estimates, pipeline layouts, and flow simulations.
- Conducting site surveys and research to determine pipeline specifications and placement as well as pump sizes.
- Overseeing the construction and installation process of pipeline infrastructure and systems.
- Performing quality control assessments and ensuring that the pipelines comply with all technical and safety regulations.
- Keeping up to date with the latest advancements in design software, technical standards, and construction techniques.

Discipline Specific Knowledge expected:

- **Mechanical:** Knowledge of Fluid Dynamics & Hydraulics IC Engines & Types, Components / Equipment's/ Relevant Standards such as ISO, API, OISD, Internal technical specification, Spare usage in Engine, Pumps Such as Centrifugal Reciprocators PD pump, Lube Pump, Screw Pump etc. Valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge about Welding, tank mixer, Mechanical seal, FF pump & Engine, Compressor, Emergency generator etc.
- **Electrical:-** Knowledge of motors, alternators, Cathodic Protection of PLs , Surficial anode corrosion, TLPs Anode, PSP, AC DC interference, Coating Surveys ,CIPS DCVG CAT, electrical Motor with HT & LT. Relays VFD, Invertor, HT/LT, Transformers Panels, VCB, Electrical Compressor, Circuit Breaker etc.
- **Telecom & Instrumentation:-** Maintenance and installation of telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Instrumentation: Maintenance of Field instrumentation & Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking.

Skills & Attributes:

- Ability to work in a high-pressure environment
- Excellent written and verbal communication skills
- Understanding of Basic Principles of pipeline O&M
- Practical expertise and to Lead a Multidisciplinary team to deliver and transition from Project to O&M
- Ability to set priorities and meet targets
- Proficiency in MS Office including MS Excel and PowerPoint
- Ability to analyze and good presentation skills

Position: Dy. Manager (Operation & Maintenance)- Mechanical

Job Description

Job Overview

The role initially involves handling assigned activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. Upon commissioning of the pipeline, the job would involve activities related to Operation and Maintenance of the pipeline and various other such activities for the Pipeline and Company at field or HQ locations. Incumbent shall be responsible for various activities related to Pipeline Operation & Maintenance etc. Incumbent should possess excellent supervisory skills & knowledge of Codes, Policies, Standards and best practices of Pipeline. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant), Contractor and other Stakeholders during Construction stage.

Key responsibility Area

- Knowledge and Understanding of Pump Station, layout, operation of critical station equipment
- Understanding and operational knowledge of function of SCADA, SCC, LDS
- Understanding LPG pipeline design basics
- Knowledge of latest development in technologies related to pipeline operation
- Understanding of Gas Chromatograph
- Understanding of and requirements related to OISD guidelines/standards.
- Minimizing pipeline shutdowns both due to operational and maintenance reasons
- Carry out maintenance and fault finding
- Has through understanding of station layout and linked customers (internal & external)
- Cooperate and coordinate with EPMC and ensuring compliance with applicable codes practices policies performance, Specification etc.
- Carry out electrical or mechanical installation work at a variety of industrial/ construction locations involving a number of different processes.
- Carry out inspection and testing work of installations to check compliance with current standards and regulations.
- Check electrical plans, drawings and quantities for accuracy of calculation.
- Monitoring and ensuring that the work progress is within the schedules & Mobilize resources to roll out the construction program.
- Preparing and presenting technical materials such as cost estimates, pipeline layouts, and flow simulations.
- Conducting site surveys and research to determine pipeline specifications and placement as well as pump sizes.
- Overseeing the construction and installation process of pipeline infrastructure and systems.
- Performing quality control assessments and ensuring that the pipelines comply with all technical and safety regulations.
- Keeping up to date with the latest advancements in design software, technical standards, and construction techniques.

Discipline Specific Knowledge expected:

- **Mechanical:** Knowledge of Fluid Dynamics & Hydraulics IC Engines & Types, Components / Equipment's/ Relevant Standards such ISO, API, OISD, Internal technical specification, Spare usage in Engine, Pumps Such as Centrifugal Reciprocators PD pump, Lube Pump, Screw Pump etc. Valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge about Welding, tank mixer, Mechanical seal, FF pump & Engine, Compressor, Emergency generator etc.

Skills & Attributes:

- Ability to work in a high-pressure environment
- Excellent written and verbal communication skills
- Understanding of Basic Principles of pipeline O&M
- Practical expertise and to Lead a Multidisciplinary team to deliver and transition from Project to O&M
- Ability to set priorities and meet targets
- Proficiency in MS Office including MS Excel and PowerPoint
- Ability to analyze and good presentation skills

Job Description

Job Overview

The role initially involves handling activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. Upon commissioning of the pipeline, the job would involve activities related to Operation and Maintenance of the pipeline and various other such activities for the Pipeline and Company at field or HQ locations. Incumbent shall be responsible for setting up Health, Safety and Environment framework and related functionalities of the Company. Incumbent should possess excellent leadership and decision making skills & knowledge of Codes, Policies, Standards and best practices in the field of HSE.

Key responsibility Area

- Build safety work culture in the team
- Co-ordinate with central HSE for identifying the training needs and imparting in-house/ external training
- Monitoring HSE processes and procedures with continual improvement based on RCA and operational experience
- Effectively implement organizational safety programs and check effectiveness in Solar Asset
- Tracking of health and safety metrics to identify and to reduce risks with implementation and tracking of mitigation plan
- Work closely with site in-charge, site team, & QHSE team on implementation of EHS system at site
- Coordinate with central HSE for implementation and improvement of systems, policies and procedures
- Update current working knowledge of all applicable HSE regulations as per change in law in timely manner
- Inspect/ safety audits at site and support site to enhance safe work environment
- Analyse job safety and associated risk and ensure to incorporate the same in work instruction for activities
- Assist site team for investigating of all accidents and near-misses be investigated, prepare report of findings and horizontal deployment
- Preparing monthly report on HSE metrics and presenting the same to management in timely manner.
- Assist in evaluation and selection of subcontractors on the basis of their HSE performance.
- Implement & monitor Contractor Field Safety Audit program.
- Handling of onsite & offsite emergencies & coordinating with external agencies if requirement.
- Liasing with Competent authorities an needful like MoPNG, PNGRB, PESO etc.
- Any Role & responsibility specified in State factory rules in which Posted.
- Conducting periodic mock drills.
- Suggesting higher management in matters related to HSE.

Discipline Specific Knowledge expected

- Knowledge and Understanding of chemistry of Fire/explosion and different types of fire hazards at Pipeline operation with respect to LPG/LNG/Crude Product etc.
- Knowledge of Fire Prevention and Protection measure, safety and risk management, safety engineering & management techniques.
- Exposure and in depth knowledge of Legal aspects of Safety, Health & Environment, Fire safety Code/Standards, Equipment, Risk Management, Field training and rescue, FF pump & Engine, Compressor, Emergency generator, Hydrocarbon detectors, & spare management, as per specification of material.
- Basic knowledge of Codes and Standards pertaining to pipelines.

Skills & Attributes:

- Handle Contingencies & Handle Risks effectively & efficiently
- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to analyze and good presentation skills
- Coordination, liaising & Networking with Customers- Internal and External
- Proficiency in Computers such as MS Office including MS Excel and PowerPoint

Position: Dy Manager-Information Technology (IT)

Job Description

Job Overview

The role initially involves activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant). Incumbents shall be responsible for developing and implementing KGPL's IT infrastructure and related aspects for the Company. Incumbent should possess excellent leadership and decision making skills & knowledge of Codes, Policies, Standards and best practices applicable in the IT field.

Key Responsibilities:

- Understand strategic business direction and prioritize to translate them into an actionable Strategy Plan for the Information Technology (IT) function
- Formulate the IT strategy after synergizing the business requirements with the latest technological advancements
- Lead preparation of IT budget for entire group by analyzing requirements, IT software requirements and periodically monitor budget vs actual expenditure (IT spares inventory)
- Guide and monitor the development of in-house solutions and the implementation of ERP and SaaS applications
- Establish and monitor the performance of service management aspects by setting up an internal service helpdesk, database administration and maintaining the technology infrastructure of emails, network servers and hardware requirements

- Create a vendor management system, i.e. establishing a vendor selection criterion for purchasing external IT systems required, defining SLAs with them and monitoring the same from time to time
- Lead research and implementation of new technologies that yield competitive advantage
- Manage budget and make investment decisions to ensure organization's technological resources align with the business goals.
- Ensure identification of areas of improvements from a technological efficiency & cost saving opportunity perspective
- Implement novel technologies and automation projects for facilitating internal operations and enhancing products
- Create and monitor timelines for the development and deployment of technological services
- Building network infrastructure LAN/WAN and IT system with regulatory compliance under MEITY norms and guidelines and cert in guidelines.
- Familiar with the tenderly process for the OMC.

Discipline Specific Knowledge expected:

- Knowledge of RDBMS, Communication Networks, Operating system, Web designing, cyber security.
- In depth knowledge of Software Engineering-Programming languages, implementation of ERP software, Computer networks, Protocols, Database Administration, ICT tools, Security, Cloud, Microprocessors.

Skills & Attributes:

- Strategic bent of mind to sense Business opportunities using IT systems
- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to analyze and good presentation skills
- Coordination, liaising & Networking with Customers- Internal and External
- Handle Contingencies & Handle Risks effectively & efficiently

Position: Sr. Engineer (Operation & Maintenance)- Mechanical/ Electrical/Civil/Telecom & Instrumentation

Job Description

Job Overview

The role initially involves activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. Upon commissioning of the pipeline, the job would activities related to Operation and Maintenance of the pipeline and various other such activities for the Pipeline and Company at field or HQ locations. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant), Contractor and other Stakeholders during Construction stage and thereafter shall be responsible for various activities related to Pipeline Operation & Maintenance etc. Incumbent should possess excellent supervisory skills, Time Management, leadership and decision-making skills & knowledge of Codes, Policies, Standards and Best practices will be an added advantage.

Key Responsibilities:

- Thorough understanding of station layout and linked customers (internal & external)
- Understanding of and requirements related to OISD guidelines/standards
- Understanding of Gas chromatograph
- Knowledge of latest development in technologies related to pipeline operation
- Understanding of LPG pipeline Design basics
- Knowledge and understanding of Pump station, Layout, operation of critical station equipment
- Should have Knowledge of Safety system & Equipment's such as FF pumps, Jokey pumps, Hydrant, Foam Transmitters, and PPE etc.
- Understanding and operational knowledge of function of SCADA, SCC, LDS.
- Knowledge of ROW crossings etc PMP Act.
- Basic knowledge of Codes and Standards pertaining to pipelines - like ASME API etc.
- Cooperate and coordinate with EPMC and ensuring compliance with applicable codes practices policies performance Specification etc.

Mechanical: Knowledge of Fluid Dynamics & Hydraulics IC Engines & Types. Components / Equipment's/ Relevant Standards such ISO, API, OISD, Internal technical specification, Spare usage in Engine, Pumps Such as Centrifugal Reciprocators PD pump, Lube Pump, Screw Pump etc. Valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge about Welding, tank mixer, Mechanical seal, FF pump & Engine, Compressor, Emergency generator etc.

Electrical: Knowledge of motors, alternators, Cathodic Protection of pipeline, Surficial anode corrosion, TLPs Anode, PSP, AC DC interference, Coating Surveys ,CIPS DCVG CAT, electrical Motor with HT & LT. Relays VFD, Invertor, HT/LT, Transformers Panels, VCB, Electrical Compressor, Circuit Breaker etc.

Civil: Knowledge of Civil structures, Codes, Geotechnical Investigations pertaining to Foundation Design, Soil types as per Site, Construction material, building finishing, flooring, roofing, layouts, drainage, RCC frames, design & drawings, Green building concept, fluid dynamics and hydraulics, Analyse and interpret Construction issues & flaws and suggest remedies, updated with recent practices of Industry.

Telecom & Instrumentation (T&I): Maintenance and installation of telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Instrumentation: Maintenance of Field instrumentation & Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking.

Skills & Attributes:

- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to learn and adapt to latest technology
- Ability to Analyze and good presentation skills
- Coordination, liaising & Networking with Customers- Internal and External
- Handle Contingencies & Handle Risks effectively & efficiently
- Proficiency in MS Office including MS Excel and PowerPoint

Position: Engineer- (Operation & Maintenance) Mechanical/Electrical/Civil /Telecomm & Instrumentation

Job Description

Job Overview

The role initially involves activities related to implementation of Kandla-Gorakhpur pipeline project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. Upon commissioning of the pipeline, the job would activities related to Operation and Maintenance of the pipeline and various other such activities for the Pipeline and Company at field or HQ locations. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant), Contractor and other Stakeholders during Construction stage and thereafter shall be responsible for various activities related to Pipeline Operation & Maintenance etc. Incumbent should possess excellent supervisory skills, Time Management, leadership and decision-making skills & knowledge of Codes, Policies, Standards and Best practices will be an added advantage.

Key Responsibilities:

- Thorough understanding of station layout and linked customers (internal & external)
- Understanding of and requirements related to OISD guidelines/standards
- Understanding of Gas chromatography
- Knowledge of latest development in technologies related to pipeline operation
- Knowledge and understanding of Pump station, Layout, operation of critical station equipment
- Should have Knowledge of Safety system & Equipment's such as FF pumps, Jokey pumps, Hydrant, Foam Transmitters, PPE etc.
- Understanding and operational knowledge of function of SCADA, SCC, LDS.
- Experience and understanding of GAS/ Liquid pipelines Design, Basic Pipelines hydraulics and other parameters
- Knowledge of ROW crossings PMP Act
- Basic knowledge of Codes and Standards pertaining to pipelines - like ASME API etc.
- Cooperate and coordinate with EPMC and ensuring compliance with applicable codes practices policies performance Specification etc.

Mechanical: Knowledge of Fluid Dynamics & Hydraulics IC Engines & Types. Components / Equipment's/ Relevant Standards such ISO, API, OISD, Internal technical specification, Spare usage in Engine, Pumps Such as Centrifugal Reciprocators PD pump, Lube Pump, Screw Pump etc. Valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge about Welding, tank mixer, Mechanical seal, FF pump & Engine, Compressor, Emergency generator etc.

Electrical: Knowledge of motors, alternators, Cathodic Protection of pipeline, Surficial anode corrosion, TLPs Anode, PSP, AC DC interference, Coating Surveys ,CIPS DCVG CAT, electrical Motor with HT & LT. Relays VFD, Invertor, HT/LT, Transformers Panels, VCB, Electrical Compressor, Circuit Breaker etc.

Civil: Knowledge of Civil structures, Codes, Geotechnical Investigations pertaining to Foundation Design, Soil types as per Site, Construction material, building finishing, flooring, roofing, layouts, drainage, RCC frames, design & drawings, Green building concept, fluid dynamics and hydraulics, Analyse and interpret Construction issues & flaws and suggest remedies, updated with recent practices of Industry.

Telecom & Instrumentation (T&I): Maintenance and installation of telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Instrumentation: Maintenance of Field

instrumentation & Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking.

Skills & Attributes:

- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to learn and adapt to latest technology
- Ability to Analyze and good presentation skills
- Coordination, liaising & Networking with Customers- Internal and External
- Handle Contingencies & Handle Risks effectively & efficiently
- Proficiency in MS Office including MS Excel and PowerPoint

Position: Engineer- Information Technology (IT)

Job Description

Job Overview

The role initially involves activities related to implementation of Kandla-Gorakhpur Pipeline Project viz pipeline laying, construction of stations, commissioning of pipeline during construction stage. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant), Incumbent shall assist in developing and implementing KGPL's IT infrastructure and related aspects for the Company. Incumbent should possess excellent IT skills & knowledge of Codes, Policies, Standards and best practices applicable in the IT field.

Key Responsibilities:

- Implement strategic business direction and prioritize to translate them into an actionable strategy plan for the Information Technology (IT) function
- Implement IT strategy after synergizing the business requirements with the latest technological advancements
- Preparation of IT budget for entire group by analyzing requirements, IT software requirements and periodically monitor budget vs actual expenditure (IT spares inventory)
- Monitor the development of in-house solutions and the implementation of ERP and SaaS applications
- Establish and monitor the performance of service management aspects by setting up an internal service helpdesk, database administration and maintaining the technology infrastructure of e-mails, network servers and hardware requirements
- Create a vendor management system, i.e. establishing a vendor selection criterion for purchasing external IT systems required, defining SLAs with them and monitoring the same from time to time
- Research and implementation of new technologies that yield competitive advantage
- Manage budget and make investment decisions to ensure organisation's technological resources align with the business goals.
- Ensure identification of areas of improvements from a technological efficiency & cost saving opportunity perspective
- Implement novel technologies and automation projects for facilitating internal operations and enhancing products
- Create and monitor timelines for the development and deployment of technological services

Discipline Specific Knowledge expected:

- Knowledge of RDBMS, Communication networks, Operating system, Web designing, Cyber security.
- In depth knowledge of Software Engineering-Programming languages, implementation of ERP software, Computer networks, Protocols, Database Administration, ICT tools, Security, Cloud, Microprocessors, Optic Fibre cable, CCTV etc.
- Must have hand on skills troubleshooting of basic software and hardware issues in day to day activities at office works.
- Knowledge pertaining to network infrastructure SAP, VPN, Outlook would be considered.

Skills & Attributes:

- Strategic bent of mind to sense Business opportunities using IT systems
- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to analyze and good presentation skills
- Coordination, Liaising & Networking with customers- Internal and External
- Handle Contingencies & Handle risks effectively & efficiently

Position: Deputy Manager-Finance

Job Description

Job Overview

The role involves handling the responsibilities of Finance and Accounts of the organization. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant). Incumbent should possess excellent leadership and decision making skills & knowledge of laid down Standards and Best practices.

Key Responsibilities:

- Commercial evaluation of tenders and financial concurrence of proposals.
- Treasury operations- Vendor payments, Long term debt & Working capital management, maintenance of relevant records & documentation, liaison with bankers etc.
- Handling direct and indirect taxation matters including but not limited to periodic payments, filings, notices, assessments, maintenance of records/registers/documents under the direct/indirect tax laws etc.
- Develop and implement internal accounting policies based on new legislations and accounting standards.
- Maintenance of books of accounts, including records/registers/documents, in compliance with the relevant legislations, rules and accounting standards.
- Handling of financial closing activities including preparation and submission of financial statements, in compliance with the applicable laws and regulations, for management approval.
- Financial Planning & Management – Preparation and submission of annual financial plan in coordination with other teams for approval of the Management, Monitoring and reporting of performances against the Financial Plan etc.

- Audit Management – Coordination with internal/statutory auditors to ensure timely completion of audits, submission of status reports to management etc.
- Management Reporting – Provide periodic reports as may be required by the Management.
- Insurance – Coordinate with the internal/external teams and ensure timely & adequate insurance coverage.
- Develop and implement necessary internal controls in the Company in coordination with the internal/external teams.
- Guide, train and develop subordinates.
- Any other matters as may be assigned by the Management from time to time.

Discipline Specific Knowledge expected:

- Knowledge in the areas of Finance / Accounts / Taxation / Cost Accounting / Corporate Laws/Treasury/ Auditing/Financial planning/credit management/ proficient in database/ finance ERP such as SAP etc.

Skills & Attributes:

- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Ability to analyze and good presentation skills
- Coordination, liaising & networking with various stakeholders- Internal and External
- Proficiency in MS Office including MS Excel, MS Word and MS PowerPoint
- Working knowledge in SAP (Desirable).

Position: Officer-Human Resource (HR)

Job Description

Job Overview

The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant) during the project stage. Subsequently, incumbent shall assist HR Head in implementing HR policies and related aspects for the Company. Incumbent should possess thorough knowledge of relevant Laws, Policies, Guidelines and Best Practices of HRM.

Key Responsibilities:

- Managing a spectrum of coordination activities related to employee/labour relations and clerical/labour staffing functions
- Liaising with Govt. departments, advocates, statutory bodies, and also representing the organization in various Industrial Tribunals
- Coordination of legal cases related to the organization/employees and to safeguard organizational interests through the outsourced legal team
- Managing employee relations and dealing with complex cases, such as disciplinary, grievances, appeals, and developing programs to address areas of concern
- Ensure employee welfare, employee motivation, statutory compliance (IR, Labor Act, Establishment Act, Factories Act), grievance handling and take necessary steps to increase engagement levels

- Build & maintain strong relations with external bodies such as the PF Department etc.
- Validate payroll processing including PF calculation, monitor and maintain attendance and leave details of all employees and to provide the same to the finance department for accurate salary calculations and ensure complete compliance
- Facilitate employment related letter like transfer/ movement orders, service and relieving letters to the permanent and fixed term appointees
- Facilitate completion of all activities in case of employee separation, including documentation, gratuity calculation, full & final payments, insurance, certificates
- Maintenance and upkeep of Employee Master by constantly improving the data management process, updates such as increments, transfers, confirmation, and maintaining all backup documents (soft copy or hard copy)
- Work closely with the field teams in resolving any employee/compliance issues related to the site (disciplinary action, agitation, contract labour etc.)
- Coordinate activities by scheduling work assignments, setting priorities, and directing the work to subordinate employees
- Manage end to end hiring from sourcing, recruiting, selection to induction for various job positions in the Company.
- Compensation & Benefits-Implement policies, processes, guidelines, and governance mechanisms to ensure seamless execution of the compensation guidelines and variable pay policy
- Execute the entire portfolio of employee rewards - base pay, allowances as well as promotions related to pay hikes.
- Performance Management System- Track industry best practices in performance management and contextualize any key learnings
- Ensure timely closure of performance management process as per organizational guidelines

Discipline Specific Knowledge expected:

- Knowledge of Labour Laws/Codes of Industrial Relation, social security, fundamentals of HRM, manpower planning, recruitment, selection, onboarding, induction, verification etc.
- Hands-on knowledge of Contract Labour Management, collective bargaining, negotiation, wage & compensation, Grievance handling, CSR, HR tools and techniques, Performance Management, Learning & Development, HRMS, dealing with labour regulatory machinery, compliances, payroll, analytics tools etc.

Skills & Attributes:

- Strategic bent of mind to sense Business opportunities
- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Willingness to travel and robust attitude & passion to deliver
- Ability to analyze and good presentation skills
- Coordination, liaising & Networking with Customers- Internal and External
- Handle Contingencies & Handle Risks effectively & efficiently
- Proficiency in MS Office including MS Excel and PowerPoint

Job Description

Job Overview

The role involves handling the responsibilities of Finance and Accounts of the organization. The incumbent will represent IHBL and work in multi-disciplinary environment in coordination initially with EPMC (Engineering and Project management consultant). Incumbent should possess excellent leadership and decision making skills & knowledge of laid down Standards and Best practices. The incumbent will report to the Dy. Manager/Finance Head.

Key Responsibilities:

- Commercial evaluation of tenders and financial concurrence of proposals.
- Treasury operations - Vendor payments, long term debt & working capital management, maintenance of relevant records & documentation, liaison with bankers etc.
- Handling Direct and indirect taxation matters including but not limited to periodic payments, filings, notices, assessments, maintenance of records/registers/docs. under the direct/indirect tax laws etc.
- Develop and implement internal accounting policies based on new legislations and accounting standards.
- Maintenance of books of accounts, including records/registers/documents, in compliance with the relevant legislations, rules and accounting standards.
- Handling of financial closing activities including preparation and submission of financial statements, in compliance with the applicable laws and regulations, for management approval.
- Financial Planning & Management – Preparation and submission of annual Financial Plan in coordination with other teams for approval of the management, Monitoring and reporting of performances against the Financial Plan etc.
- Audit management – Coordination with Internal/Statutory auditors to ensure timely completion of audits, submission of status reports to management etc.
- Management reporting – Provide periodic reports as may be required by the Management.
- Insurance – Coordinate with the internal/external teams and ensure timely & adequate insurance coverage.
- Develop and implement necessary internal controls in the Company in coordination with the internal/external teams.

Discipline Specific Knowledge expected:

- Knowledge in the areas of Finance / Accounts / Taxation / Cost Accounting / Corporate Laws/Treasury/ Auditing/Financial planning/credit management/ proficient in database/ finance ERP such as SAP etc.

Skills & Attributes:

- Excellent written and verbal communication skills
- Ability to work in a high-pressure environment
- Ability to work in a dynamic & diverse team
- Ability to set priorities and meet targets
- Ability to analyze and good presentation skills
- Coordination, liaising & networking with various stakeholders- Internal and External
- Proficiency in MS Office including MS Excel, MS Word and MS PowerPoint
- Working knowledge in SAP (Desirable)