

Company Name	Tuticorin Coal Terminal Pvt Ltd
Location	Tuticorin
Position	Engineer – Electrical
Qualification	Diploma/BE - Electrical
Experience	3 + yrs post qualification experience Port Services - Project/Construction Field
Key Roles & Responsibilities	<p>Primary Responsibility – Electrical & Instrumentation work of HT & Switchyard Area</p> <p>1) Procurement & Contracts Function</p> <ul style="list-style-type: none"> i. Proper work measurement as per drawing and timely certification of measurement books and review of Bills raised by Contractors (FGI) ii. Assist GM & Sr. Engineer in arbitration for construction related matters which are subject to disputes in the site team and/or between contractual partners iii. Assist in evaluation of E&I contractors/vendors performance <p>2) Project Execution Function</p> <ul style="list-style-type: none"> i. Review of schedule related to E&I works at HT & switchyard area ii. Coordination with civil & mechanical functions on daily basis to resolve any interface issues iii. Interaction with contractors on daily basis for execution of E&I works at HT & switchyard area as per the drawings and construction standards iv. Maintain records / Proper filing of documents related to E&I works at HT & switchyard area v. Suggest alternatives and ways to improve functionality and optimise cost to Contractors/vendors <p>3) Project Controls Function</p> <ul style="list-style-type: none"> i. Monitoring E&I works at HT & switchyard area & report to Sr. Engineer on a daily basis ii. Highlight difficulties faced by contractors in E&I works at HT & switchyard area iii. Highlight change of scope rising out change in design, site conditions, etc for E&I works at HT & switchyard area iv. Assist Sr. Engineer in weekly/monthly meetings with team members, contractors & consultants v. Monitoring time and cost overruns for E&I works at HT & switchyard area and report discrepancies with root cause analysis to the GM & Sr. Engineer <p>4) EHS & Quality Management Function</p> <ul style="list-style-type: none"> i. Ensure adherence to EHS & quality requirements by E&I contractors <p>5) Risk Management & Stakeholder Management Function</p> <ul style="list-style-type: none"> i. Relationship management with contractors & vendors
KRA's	<ul style="list-style-type: none"> i. Execution of E&I package as per target timelines – 28th February 2014 ii. Project Monitoring (E&I Package) – Zero Time & Cost Overruns iii. Contract Management (E&I Package) – In time bill certifications with zero errors iv. Adherence to HSE & Quality norms for E&I Package – Zero Accidents & Zero NCRs (Non Conformance Reports) v. MIS Compilation & Reporting – In time reports & zero errors vi. Best practice identification & process benchmarking