

## **Terms of Reference**

Position: Director

Project: Excellence Enhancement Centre(EEC)

Location: New Delhi

No. of Posts: 1 post

## **Responsibilities:**

- Responsible for the successful operation of the EEC activities.
- To develop EEC as a knowledge sharing platform for adoption of innovative technologies, skills training, process improvement for enhanced performance in thermal generation and other power sector areas with cooperation with German & other International cooperation.
- Implementation of policies, programs, activities agreed by the Governing body of EECas per instructions of EEC office bearers.
- Maintenance of functionality of EEC
- Close interaction with Central Electricity Authority (CEA), NTPC and other stakeholders in carrying out the tasks assigned to the Centre.
- Coordination of activities contracted to consultants under EEC, particularly VGB, identified as German partner.
- To work towards attaining financial self-reliant Centre based on a long-term business plan and broad membership base.

## **Within this context the candidate performs the following tasks:**

- Administration of EEC
- Coordination of all communications between members, potential members, other stakeholders, public and government agencies.
- Development and implementation of activities for membership drive.
- Organization of one annual EEC General Body Meeting(GBM) and other technical expert meetings/ Workshops / Seminars / Conferences.
- Organization and realization of technical working groups, addressing mutual concerns of EECs members
- Initiation of joint projects in order to facilitate technical innovation
- Compilation and publication of technical guidelines and best-practices in the field of power generation and other power sector areas
- Development, implementation and follow up of a comprehensive communication and public relation plan.
- Report monthly on all activities of EEC to General Body(GB).
- Supervision of EEC technical and administrative staff.
- Work as delegated/ assigned by EEC Governing Body / office bearers.

## **Required Qualifications and Competencies**

### **Education Qualification**

**Essential:** Degree in Engineering

**Desirable:** Post Graduate in Engineering or Management

### **Professional experience:**

At least 25 years of professional working experience in the Indian power generation sector, including

- Experience in Engineering / Operation and Maintenance / Construction of power project/R&D.
- Knowledge of technology advancements in fields of power generation, transmission & distribution.
- Association in power plant performance evaluation, policy formulation and planning and regulatory issues etc.
- Publications/ studies.
- Environmental issues related to power sector.

(to provide a list of projects and trainings attended)

### **Other qualifications**

- Distinct managerial skills.
- Ability to develop strategic views and incorporate them into comprehensive operational plans.
- Strong social skills, such as communication and networking, in Indian and international context.
- Willingness to travel.

**Age Limit:** Not exceeding 65 years at the time of appointment

**Period of Contract:** 2 years

\* The initial period of contract shall be 2 years and may be extended on satisfactory performance

### **Notice period:**

The contract can be terminated by either side by giving a one month notice.

### **Remuneration:**

Rs 1.4 lacs per month + GST as applicable per month

### **Perks:**

- Official Vehicle for transportation from residence to office and back and any other office duties
- The candidate will be reimbursed for mobile charges upto Rs. 1500 per month