

# **Job Descriptions**

## **1) Programme Manager (Regular) (Based at East & North East and Leh/Ladakh)**

- 1) In charge of all on site operations related to all projects of CESL- Solar, electric mobility, and other future opportunities.
- 2) Co-ordinate and work with HO team to conduct site investigation and assess the technical feasibility of developing projects and at various locations.
- 3) Review or evaluate proposals to make recommendations regarding awarding of contracts i.e. defining scope of work and discuss with potential local EPC contractors to help HO in selecting winning proposal.
- 4) Create project plans, including project scope, goals, tasks, resources, schedules, costs, contingencies, or other project information such as to develop and maintain project timelines, identify critical path and key milestones for project's success.
- 5) Provide progress reports and other status updates to the management as and when required, also to identify the sources of likely risks and take preventive measures to eliminate/minimize any negative impact on the project.
- 6) Manage project costs to stay within budget limits i.e. control EPC contractor's work in terms of schedule, quality and safety within specified budget.
- 7) Update schedules, estimates, forecasts, or budgets for projects.
- 8) Supervise the work of subcontractors or consultants to ensure quality and conformance to specifications or budgets.
- 9) Lead or support negotiations involving agreements, power purchase agreements, land use, or interconnection agreements.
- 10) Provide verbal or written project status reports to project teams, management, subcontractors and customers.
- 11) Understand civil design, engineering, or construction technical documentation to ensure compliance with applicable government or industrial codes, standards, requirements, or regulations.
- 12) Develop/Modify scope of work for Solar project functions, such as design, site assessment, environmental studies, surveying, or field support services.
- 13) Coordinate / Support for energy assessment, engineering, or construction activities to ensure that solar project's objectives are met.
- 14) Prepare or assist in the preparation to communicate with govt. agencies and/or grid owners regarding interconnection, permitting and other regulatory compliance issues, environmental, building, or other required permits.
- 15) Prepare / assist / review or Implement EHS (Environmental Health Safety) system & Procedures.

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- 16) Responsible for project Quality Assurance/Quality Control.
17. Any other roles and responsibilities assigned by management from time to time.

### **Managerial & co-ordination activities -**

- 1) Responsible for daily, weekly, monthly, half yearly & yearly maintenance activities & its documentation & MIS.
- 2) Provide effective leadership to all team members to facilitate employee growth and development; coaching, mentoring, training, supervision.
- 3) Expertise in resources planning, budgeting and service activities.
- 4) Coordination with Govt bodies (DISCOMs, ULB, etc.) & Nodal agencies throughout the entire installation and/or service process.
- 5) Billing coordination with clients and EPC developers for projects.
- 6) Handling of contractor and labour with cleaning of modules and maintenance works.
- 7) Regular discussion and update meetings with senior leadership team.
- 8) Local travel within State/UTs for co-ordination at sites, government departments and any other sites.
- 9) Any other roles and responsibilities assigned by management from time to time.