

# **Job Descriptions**

## **1) Manager – Commercial & BD (Regular)**

1. Capable of handling, managing and coordinating a portfolio of solar projects (majorly decentralised) across site and states teams as a Project In-charge.
2. Lead activities related to bid management including tendering process related to Solar projects at Corporate office.
3. Ensure coordination with vendors for inventory management, payment processing and asset performance related issues.
4. Handling of all Audit related queries (Internal & External) and preparation of the replies thereafter to the CAG queries.
5. Timely submission of updates, performance analysis and preparation of presentation to HOD (Solar) for weekly reviews.
6. Ensure solar projects that are operated by internal staff are effectively managed on a day to day basis.
7. Any other roles and responsibilities assigned by management from time to time.

# **Job Descriptions**

## **2) Manager - Project Monitoring Cell (Regular)**

1. To lead in setting up of a centralized monitoring system for Solar PV plants/s.
2. Ability to work in SCADA and related IT aspects and ensuring the platform upkeep by the IT vendor.
3. Coordination activities with OEM/IT vendors for IT platform maintenance.
4. Regular monitoring, inspection, prevention and corrective maintenance of the IT platform developed for solar PV plants.
5. Regular interaction with the site engineers to validate / correct / field data with platform and advice on corrective measures to the IT vendor.
6. Preparation of the monthly & daily generation reports related to management update.
7. Ability to work with minimum supervision & prepare reports based on the data backed from IT platform on outage, performance etc. Identification of the plant related issues and its root cause and recommendation of the corrective measures to the site team, O&M vendor or the equipment supplier.
8. Any other roles and responsibilities assigned by management from time to time.

# **Job Descriptions**

## **3) Manager - Public Relations (Regular)**

1. Should be proficient in managing public relations / corporate communication function in a large and reputed organization. Experience in managing corporate imaging in the public domain, In-house communication, Designing and production of Newsletters/other publications, Media Management, In-depth knowledge of print and electronic mass media as well as advertising.
2. Liaisoning with various connected agencies and exposure in media planning, press relations/press conference, writing articles/ news items and features for radio, television, press and social media.
3. Should have an excellent command of English – both written and spoken. Good knowledge of computer software is desirable.
4. Any other roles and responsibilities assigned by management from time to time.