

Job Descriptions

1) Programme Manager (Regular) (Based at 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.

Job Descriptions

2) Sr. Manager – Corporate Communications (Regular)

Summary of Key Functions:

- 1. Plan and implement internal and external strategies for outreach for CESL.**
- 2. Outreach Strategies for CESL's events.**
- 3. Facilitation of knowledge building and knowledge sharing**
- 4. Strengthen the online presence of CESL.**
- 5. Manage social media outreach including channels such as Facebook, twitter and LinkedIn.**

1. Plan and implement internal and external strategies for outreach for CESL including the celebration of the first anniversary in January 2016, focusing on achievement of the following results:

- Preparation and conduct of communications needs assessments for CESL
- Drafting/editing of CO communications and outreach strategy based on the corporate communications strategy.
- Support integration of advocacy and communication strategies into all aspects of CESL programme formulation and execution
- Draft and edit a wide range of materials, including media articles, blog posts, web content, brochures and presentations.

2. Outreach Strategies for CESL's events.

- Develop outreach products for CESL
- Coordinate with partners including mygov, state governments, media, civil society and other partners, for execution of the outreach strategy.
- Design and implement strategic communication initiatives that include print and radio media, digital and social media channels and niche communications to increase the visibility and understanding of the organisation's vision and purpose.

3. Facilitate knowledge building and management focusing on achievement of the following results:

- Identification and synthesis of best practices and lessons learned from industries across the globe.
- Provide sound contributions to knowledge networks and communities of practice including corporate communications repositories.
- Provide training, consultancy and advice to CESL staff on communications.
- Work with senior management and department staff to determine the areas where the institution can impact the regional and international dialogue on development issues through the development and publication of materials, and participation in selected public speaking events.

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4. Strengthen online presence for CESL focusing on achievement of the following results:

- Write and edit reader-friendly web content aimed at increasing website traffic
- Keep abreast of digital media trends and identify new opportunities to increase the visibility of CESL's work on online platforms. Advise management on appropriate action/responses.
- Actively engage, cultivate and manage press relationships to secure coverage surrounding the programmes, special events, public announcements and other projects.

5. Manage social media outreach including channels such as facebook, twitter LinkedIn and any other platform (wherever required)

- Design and implement creative social media plans
- Boost followers and engagement on Twitter, LinkedIn, Facebook and other relevant channels
- Effectively manage and lead social media campaigns to strengthen CESL's brand awareness and key messages among target audiences at key moments, in collaboration with communications teams from members and partners
- Design and implement a social media campaign on the Sustainable Development Goals in India and also creating an impact story at international platforms like COP, WEF, etc.
- Coordinate the development of innovative campaign assets, such as graphics, animated infographics and other visuals
- Increase in-house social media usage

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3) Head - Audit (Regular)

- 1) Prepare and administer an annual audit plan.
- 2) Plan and oversee audits of gaming operations to assess controls, operational efficiencies and compliance with all policies, procedures and regulations.
- 3) Maintain a comprehensive system for recording all audit plans, work papers, findings, reports, and follow-up audits.
- 4) Ensure the timely and accurate completion of the audit plan.
- 5) Review audit work performed by staff for completion and accuracy.
- 6) Prepare and complete detailed audit work for certain audits
- 7) Conduct special audits as required by management and issue results.
- 8) Recommend revisions and/or additions to policies and procedures in order to improve operations as well as internal controls.
- 9) Perform analysis or conduct projects as requested by the MD-CESL.
- 10) Respond to ad hoc requests to address control issues on new business processes, policies and procedures, and provide consultative services to management.
- 11) Conduct training of new employees.
- 12) Any other roles and responsibilities assigned by management from time to time.