

## Job Description & KRA

<b>Position</b>	<b>AGM - PNC</b>
<b>Job Role</b>	<b>Head</b>
<b>Function / Department</b>	Procurement & Contracting
<b>Grade</b>	SM
<b>Position Report to - functionally</b>	VP – EPCO Mining Business
<b>Position Report to - Administratively</b>	VP – EPCO Mining Business
<b>Required Qualification</b>	Qualification: BE – Mechanical / Civil (any additional qualification in supply chain management, material management will be of advantage)
<b>Required Experience</b>	<p>Experience: 10 - 15 years of experience in project procurement (P2P Cycle) following product category: for the of production of ferrosilicon / glass</p> <ol style="list-style-type: none"> <li>1. Quartz</li> <li>2. Silica Sand</li> <li>3. Soda Ash</li> <li>4. Lime stone</li> <li>5. Dolomite</li> <li>6. Aluminium Hydroxide</li> <li>7. Sodium Sulphate</li> <li>8. Sodium Pyro Antimonate / Antimony</li> <li>9. Sodium Nitrate</li> </ol>
<b>Target Industries</b>	Mining, Glass, Ferro Alloys
<b>Required Functional Skills / Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to deep &amp; fundamental understanding of bulk procurement, contracting, statutory, logistic and packaging.</li> <li>• Commercial and Cost benefits thinking</li> <li>• Vendor development and negotiation</li> <li>• Ability to understanding &amp; adopt and capacity to execute of latest technology &amp; IT</li> <li>• Ability to manage end to end business operation with strong monitoring</li> <li>• Ability to generate drastic changes in process flow chart</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to visualise calculative risk and capacity to risk mitigation.</li> <li>• Strong Coordination with all stake's holders and cross functional operation</li> <li>• Ability to update and educate periodically regulatory changes &amp; compliances</li> </ul>
<b>Required Behaviour Skills</b>	<ul style="list-style-type: none"> <li>• Ability to take ownership and set examples for other</li> <li>• Coaching, knowledge sharing and influencing skills</li> <li>• Team Building &amp; Development</li> <li>• Ability to adopt &amp; manage Business Changes.</li> <li>• Focussed on Cost saving</li> <li>• Ethical &amp; Honest and loyal to Organisation.</li> <li>• Ability to manage financial and material Crisis</li> <li>• Multi-tasking</li> <li>• Excellent communication &amp; presentation skill</li> </ul>

**Job Purpose**

*To drive, Vision and Strategy of the Organization and to establish for end-to-end Procurement & Contracting function / operation of the organisation in order to business requirement, diversity and dynamic in nature. To demonstrate rich experience in Materials Management, Procurement, Stores. To establish cost effective pattern for the function, also manage large size of team and multiples outsource partners and to ensure smooth cross functional operations.*

No.	Key Accountabilities
1.	Initiate NDA activities, co-ordinate with State Coordinators vendor & central legal and PNC team till it's execution.
2.	Expedite technical bid clearance (TBE ) for any new sample qualification
3.	Shall able to design & execute business contract in order to business requirements Align and conclude all critical commercial terms with vendors / suppliers
4	An Expert, to have ability to able manage end to end Procurement & Contracting function includes commercial & statutory terms.
6.	Shall able to make planning & various market survey and ensure material from various sources.
7.	Master in Resource & Vendors Management and ensure maximum utilisation of potential.

8.	An out-of-the-box thinker and will able to demonstrate analytical abilities to meet and manage business dynamic, diversity, deadlines & work under pressure.
9.	A person who is Multi skilled having expertise in the field operation, CSR and also good administrator handling bigger teams across the states. Result oriented person.
10.	Shall able to oversee logistic function / supply chain or ensure smooth coordination with logistic and cross functional team
11.	Ability to perform Effective Communication and Inter Personal Relations. Eager & willingness to learn & adapt to changes
12.	Oversee the documentation & system
13	Ability to manage internal & external stakeholders and ensure smooth operation
14.	Ability to manage effectively inventory at various locations.

**Key Result Area**

Sr. No	KRA	Target	Measurement