

Job Description & KRA

Position	Asst. / Manager/ Senior Manager – Mining Operation
Job Role	Managerial
Function / Department	Mining Operation
Grade	SM -
Position Report to - functionally	VP – Mining Business
Position Report to - Administratively	VP – Mining Business
Required Qualification	<ul style="list-style-type: none"> • BE/Btech in Mining from Repute college of India • Second Class Mine Manager Certificate under MMR 1961
Required Experience	<ul style="list-style-type: none"> • 5 to 10 years Mining experience in Large opencast Mines of Quartz/Silica sand, China Clay, Dolomite/Limestone • Experience in Mineral Beneficiation Plant will be added advantage
Required Functional Skills / Competencies	Influencing skills, Visionary thinking, Change Management ability, Negotiation skill, Crisis Management ability, Analytical mindset, Calculative risk-taking ability, Managing ambiguity, CSR, Cost effectiveness
Required Behaviour Skills	Leadership abilities, Soft Spoken,

Job Purpose

To execute the Business Plan & achieve desired target with minimum COP in compliances with Environmental and Statutory obligations.

No.	Key Accountabilities
1.	To assist Mine Manager to Identifies owner's goals, needs, and expectations for building Mining operation and smooth functioning of the project

2.	Assistant Mine manager shall maintain all reports, registers and other records required to be made or kept in pursuance of the Mines Act or of the regulations, or orders made there under, and shall countersign the same and date his signature.
3	The Assistant manager shall give attention to, and cause to be carefully investigated, any specific representation or complaint that may be made to him in writing by an employee of the mine as to any matter affecting the safety or health of persons in or about the mine.
4	When any accident, resulting in serious bodily injury to any person or in loss of life, occurs in a mine, the Assistant manager shall inspect the site of accident as soon as possible, and shall report to manager, have an inquiry made into the cause of and circumstances attending the accident. The result of every such enquiry and a plan of the site of the accident showing details shall be recorded in a bound paged book kept for the purpose.
5.	The Assistant manager shall perform such other duties as have been prescribed in that behalf under the Act, the regulations, or orders made there under.
6.	Mine Planning and execution of the plan. Ensure to achieve the targeted production. To ensure safety in mining operation, Health, Safety and Environment legal compliance.

Key Result Area

Sr. No	KRA	Target	Measurement