

### **Terms of Reference**

Position: Joint Director  
Project: Excellence Enhancement Centre (EEC)  
Location: New Delhi  
No. of Post: 1 post

### **Responsibilities:**

- Assist the Director, EEC in performing activities of EEC with international consultants, membership drive and membership services, knowledge transfer, implementation of policies and projects, conducting Conferences/ Seminar/ Workshop etc.
- Ensuring good communication and flow of information, with all stakeholders.
- Follow up and updating of operational plans.

### **Within this context the candidate performs the following tasks:**

- Support administration of EEC
- Help in implementation of policies, programs, activities agreed by the governing body of EEC and as per instructions of EEC office bearers.
- Assistance in development and implementation of activities for membership drive.
- Organization of one annual EEC General Body Meeting and other technical meetings/ Workshop/ Seminar.
- Back up of organization and realization of technical working groups, addressing mutual concerns of EECs members
- Supporting the initiation and coaching of joint projects in order to facilitate technical innovation.
- Assist compilation and publication of technical guidelines and best-practices in the field of power generation & transmission.
- Documentation of events (written minutes, photography)
- Development, implementation and follow up of a comprehensive communication and public relation plan.
- Preparation of monthly reports on all aspects of development of EEC.
- Follow up and updating of operational plan

### **Required Qualifications and Competencies**

Formal education: Graduate engineer

Professional experience:

At least 15 years of professional working experience in the Indian power sector, including

- Engineering / Operation & Maintenance / Construction of power related projects/ R&D.

- Publications / studies

**Other qualifications**

- Fluent in written and spoken English language
- Strong social skills, such as communication and networking
- Excellent computer skills in Microsoft Office, particularly PowerPoint, Word, Excel
- Experience in project management
- Willingness to travel

**Age Limit:** Not exceeding 65 years at the time of appointment.

**Place(s) of Assignment:**

New Delhi (EEC office)

**Period of Contract: 2 years**

\* The initial period of contract shall be for 2 years and may be extended on satisfactory performance

**Notice period:**

The contract can be terminated by either side by giving a one month notice.

**Remuneration:**

Rs 80,000 per month(fixed)

The candidate will be reimbursed for mobile charges upto Rs. 1,000 per month