

ONGC Tripura Power Company Ltd. (OTPC)
Job Description

Position	Chief Human Resource officer (CHRO) at M7 Grade – One Vacancy
Place of Posting	Corporate Office, Delhi
Qualification	Should be a graduate with full time PG Degree / PG Diploma / PG Programme in Management with specialization in Human Resource / Industrial Relations / Personnel Management or MBA with specialization in HR with at least 60% marks from a recognized University / Institution
Experience	Minimum 23 Years of post qualification executive experience in the relevant area (Internal candidate of OTPC at M7 Grade with requisite qualification and experience criteria may also apply for the post. Also, internal candidate of OTPC at M6 Grade with minimum four years' experience at grade with requisite qualification and experience criteria may also apply for the post)
Industry Type	Power Sector
Compensation	Attractive (Min. TGP of Rs.51.34 Lakhs per annum plus benefits and incentive as per Company Policy)
Job Description	<ul style="list-style-type: none"> • Shall be responsible for managing the human resources and administration function, including training, industrial relations and public relations functions. • Ensures adherence to approved administration, personnel and manpower development norms, rules, regulations and policies. • Shall be responsible for manpower planning, recruitment, succession planning, career planning, HRIS, etc. • Formulation and timely implementation of HR related policies & procedures. Reviewing of the same time to time, with changed perspective & environment and suggesting improvements. • Shall be responsible for developing and executing HR strategies aligned with the Company's overall business objectives focusing on talent management, organizational development and ensuring compliance with labour laws, regulations and industry standards. • Drive initiatives to foster a positive work environment, enhance employee satisfaction, and promote a culture of inclusivity and diversity. • Ensure effective maintenance of large sized facilities including infrastructure, buildings, horticulture, power systems and guesthouse. • Preparation of Budget for the department. • Responsible for developing a strategy to communicate the organization's plans and to manage the expectations and perceptions of the Company's stakeholders, both internal and external. • Mentor, develop, and lead a high-performing HR team, fostering a culture of collaboration and excellence. Establishing mechanisms to monitor the implementation of the organization's change initiatives • Ensures the proper utilization and safekeeping of properties and assets. • Manage HRIS (Human Resource Information Systems), compensation and benefits programs, and other HR operational functions.
Required Profile	<ul style="list-style-type: none"> • Should have hands on experience in executive cadre in various aspects of human resource / Industrial Relations / administration functions in a large sized power plant with adequate exposure to the communication function. • Ability to collaborate effectively across departments and levels of the organization. Strategic thinking and problem-solving abilities. • Ready to Relocate
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd.</p> <p>Website : www.otpcindia.in</p> <p>Contact Person : Head – HR & Admin, Delhi</p>