

ONGC Tripura Power Company Ltd. (OTPC)
Job Description

Position	Head – HR & Admin at M4 Grade (One Position)
Place of Posting	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 (Internal candidate of OTPC meeting requisite qualification with minimum three years' experience at M3 grade may also apply for the post)
Experience	Minimum 12 Years of post-qualification executive experience in the relevant area
Industry Type	Power Sector
Compensation	Attractive
Job Description	<ul style="list-style-type: none"> • Shall be responsible for managing the human resources and administration function, including training, performance evaluation process, 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, compensation & benefits fixation, 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. • Ensure effective maintenance of large sized facilities including infrastructure, buildings, horticulture, power systems and guesthouse. • Preparation of HR&A Annual Budget & expense forecast 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. • Establishing mechanisms to monitor the implementation of the organization's change initiatives • Shall be responsible for dealing with union / association, compliance to labour laws, handling contract labours and liaisoning with State / Central administration, statutory authorities w.r.t. PF, Pension, etc. • Ensures the proper utilization and safekeeping of properties and assets. • Ensures the proper maintenance and update of personnel records and files.
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. • Adequate knowledge of labour laws and their compliances • Should have good communication (both in speaking and writing), liaison skills and articulate • Ready to Relocate
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd.</p> <p>Website : www.otpcindia.in</p> <p>Contact Person : CHRO</p>