

ONGC- Tripura Power Company Ltd. (OTPC)
Job Format

Position	Section Head – Contract & Materials (Project Management) at M2 Grade – One Position
Place of Posting	Corporate Office, Delhi
Qualification	B. Tech. (Mechanical / Electrical) with at least 60% marks from a recognized University / Institution
Experience	Minimum 5 years of relevant post qualification experience in Purchase functions with exposure to SAP / ERP module.
Industry Preferred (for references)	Power Sector
Compensation	Attractive [Total Guaranteed Pay of Rs.9.23 Lakhs PA plus benefits and Performance Incentive as per Company Policy]
Job Description	<ul style="list-style-type: none"> • Preparation of Tender / Bidding documents based on approved techno-commercial proposal and estimates • Techno commercial analysis of offers, purchase proposal preparation & award of work on SAP platform • Responsible for managing funds, materials, equipment, manpower and contractors • Co-ordination for design engineering / submittals, quality assurance & approval from user departments and coordination with customs, CHA, Banks, Logistic contractors, etc. • Expediting for supply of equipment / material vis-à-vis targeted schedule and exigencies • Inspection co-ordination in tandem with user departments & vendors • Co-ordination for facilitating internal / external audit & statutory compliances • Responsible for presenting to the Top Management the technical and financial progress reports on the project and periodic MIS reporting from PR till Contract Closure • Ensuring timely completion of the assigned tasks / project(s) • Any other work assigned time-to-time by Reporting Office
Desired Profile	<ul style="list-style-type: none"> • The Candidate should have proven experience in the domain area • Should have fair knowledge and understanding of Indian Power & Utilities Sector including Commercial and Technological drivers • Should have sound knowledge of ERP (preferably SAP) and savvy at using MS office packages • Dynamic and having team playing ability • Strong communication and interpersonal skills
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd. Website : www.otpcindia.in Contact Person : Head – Corp HR & Admin</p>