**Terms of Reference**

Position: Director

Project: Excellence Enhancement Centre(EEC)

Location: New Delhi

No. of Posts: 1 post

**Responsibilities:**

* Responsible for the successful operation of the EEC activities.
* To develop EEC as a knowledge sharing platform for adoption of innovative technologies, skills training, process improvement for enhanced performance in thermal generation and other power sector areas with cooperation with German & other International cooperation.
* Implementation of policies, programs, activities agreed by the Governing body of EECas per instructions of EEC office bearers.
* Maintenance of functionality of EEC
* Close interaction with Central Electricity Authority (CEA), NTPC and other stakeholders in carrying out the tasks assigned to the Centre.
* Coordination of activities contracted to consultants under EEC, particularly VGB, identified as German partner.
* To work towards attaining financial self-reliant Centre based on a long-term business plan and broad membership base.

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

* Administration of EEC
* Coordination of all communications between members, potential members, other stakeholders, public and government agencies.
* Development and implementation of activities for membership drive.
* Organization of one annual EEC General Body Meeting(GBM) and other technical expert meetings/ Workshops / Seminars / Conferences.
* Organization and realization of technical working groups, addressing mutual concerns of EECs members
* Initiation of joint projects in order to facilitate technical innovation
* Compilation and publication of technical guidelines and best-practices in the field of power generation and other power sector areas
* Development, implementation and follow up of a comprehensive communication and public relation plan.
* Report monthly on all activities of EEC to General Body(GB).
* Supervision of EEC technical and administrative staff.
* Work as delegated/ assigned by EEC Governing Body / office bearers.

**Required Qualifications and Competencies**

Education Qualification

Essential: Degree in Engineering

Desirable: Post Graduate in Engineering or Management

**Professional experience:**

At least 25 years of professional working experience in the Indian power generation sector, including

* Experience in Engineering / Operation and Maintenance / Construction of power project/R&D.
* Knowledge of technology advancements in fields of power generation, transmission & distribution.
* Association in power plant performance evaluation, policy formulation and planning and regulatory issues etc.
* Publications/ studies.
* Environmental issues related to power sector.

(to provide a list of projects and trainings attended)

**Other qualifications**

* Distinct managerial skills.
* Ability to develop strategic views and incorporate them into comprehensive operational plans.
* Strong social skills, such as communication and networking, in Indian and international context.
* Willingness to travel.

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

**Period of Contract**: 2 years

\* The initial period of contract shall be 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 1.4 lacs per month + GST as applicable per month

**Perks:**

* + - * Official Vehicle for transportation from residence to office and back and any other office duties
* The candidate will be reimbursed for mobile charges upto Rs. 1500 per month