



TALENT ACQUISITION REQUEST {TAR}	
Position	Electrical Engineer – HOD
No of positions	1
Department	Electrical Engineering

1.	Reporting to	Electrical Engineering Department
2.	Preferred Age	Approx. 40 years
3.	Educational Qualification	B.E. / B.Tech.– Electrical from reputed institutes with good academic records.
4.	Experience	20 Years in Design and Engineering in EPC/Detail Engineering environment for Oil & Gas, Refinery, Petrochemical, chemical, LNG Terminals, Ammonia plant projects. Should have Worked as Lead Engineer on large scale EPC projects/ working as HOD.
5	<p>Job Description</p> <p>Oversees design, delivery and quality of deliverables of electrical department with respect to the following activities:</p> <p>(a) Estimation of electrical engineering, procurement and construction.</p> <p>(b) Execution of project :</p> <ul style="list-style-type: none"> - Negotiation with project owner (Customer) - Cost control of electrical engineering, procurement and construction work - Vendor control - Coordination with other function group etc. <p>(c) Consideration of standardization and optimization of electrical department work:</p> <ul style="list-style-type: none"> - Application of Yokohama head office standard and IEC standard - Adoption of IT - Adoption of ETAP software etc. <p>(d) Establishment and Control of electrical department budget:</p> <p>(e) Periodical reporting to Yokohama head office</p> <p>(f) Information exchange with Yokohama head office for competitive vendor, human resources, etc.</p>	
6	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> I. Business experiences with international enterprises, and knowledge of international business manner and difference of cultures. II. Excellent and proven interpersonal, verbal and written communications skills. III. Ability to manage and supervise a staff team. 	

	<ul style="list-style-type: none"> IV. Effective problem- solving and mediation skills. V. Ability to share skills and knowledge with others. VI. Ability to work with starting from trainees to owners. VII. Ability to work in a proactively diverse and inclusive organization. VIII. Ability to coordinate with other function groups taking into account the overall optimality of the organization. IX. Ability to grasp customer's needs in a timely manner and acquire customer's trust. X. Ability to provide solutions that take into account the advantage of both customer and Company. XI. Ability to set goals constantly and to tackle hard to resolve them. XII. Ability to face unexpected events calmly and deal with them flexibly. XIII. Ability to perform the work utilizing diversity and respecting the work style of the persons concerned. XIV. Ability to perform the work with indomitable spirit. XV. Take actions being constantly conscious of power harassment and sexual harassment prevention. XVI. Ability to comprehend and comply with the compliance related to business. XVII. Ability to work in good faith and trust worthy. XVIII. Ability to show the department vision to staff clearly and follow it in a feasible and appropriate manner. XIX. Ability to decide properly and in a timely manner and to take responsibility to the decision. XX. Ability to listen to the other's opinion sincerely and to create an atmosphere where the staff can easily express their opinion. XXI. Ability to listen to different opinions and to convey his opinion and idea logically and clearly. XXII. Ability to negotiate with other departments. XXIII. Ability to grasp the essence of things and to see things from a wide point of view. XXIV. Have good business sense, wisdom and power to see into the future. XXV. Allocate the higher level work to staff, based on the capability and experience of staff. XXVI. Non-criminal record in any countries/Fare and honest personality XXVII. Ability to take care of staff well. XXVIII. Ability to trust team members and delegate the job to them. XXIX. Strictly be in compliance with law, regulation and rules of international and India
	<p>Software Skills:</p> <ul style="list-style-type: none"> I. Hands on experience ETAP software. Proficiency with MS office and other Electrical software. II. Conversant with the Engineering Standards