

POST

**SENIOR MANAGEMENT OFFICER**  
**(On Contract / Deputation Basis extendable till 3 years)**

**JOB SPECIFICATIONS (ELIGIBILITY CRITERIA)**

**AGE (AS ON THE DATE OF RELEASE OF ADVERTISEMENT)**

Not more than 55 years

**POST QUALIFICATION EXPERIENCE (In organizations of repute)**

**Essential:** Minimum 10 years in handling Administration / HR / Generalist activities of which at least two years shall be in a Middle Management Role.

Class II/Grade B or equivalent employees from Central Government, State Government, Quasi Government, Semi-Government, PSUs etc. may also apply. *Such employees shall be taken on Deputation [With relevant rules, as applicable] subject to final selection & clearance from the Competent Authority. Employees are encouraged to apply for the process without having to produce the NOC during the selection process.*

**Desirable:** Exposure in Mining activities / Laboratories.

**EDUCATIONAL QUALIFICATION (Courses from any recognized Indian University)**

**Essential:** MBA / MHRM (Full time course)

**Desirable:** Specialization in the field of Finance / HR / Operations Management

**JOB DESCRIPTION OF SMO**

**SCOPE OF POST (ROLE)**

Handle end to end activities of the various service related activities of GMRDS and any other responsibility as handed from time to time by CEO or modified as per approval of GMRDS Board.

**KEY ACTIVITIES**

- ❖ Responsible for all functions of service operations of GMRDS and work in close coordination with the Directors in managing operations
- ❖ Responsible for delivery of required outputs, quality assurance of the various internal & external stakeholders
- ❖ Review and work with stakeholders in suggesting improvements to processes to effectively deliver the mandate
- ❖ Build a team with adequate focus on quality, efficiency, effectiveness and timeliness in coordination with the Directors
- ❖ Manage finances including budgeting and planning for equipment and other infrastructure expenditure, and monitoring expenditure against allocations;
- ❖ Oversee the HRM & HRD activities in close coordination with the various Departments to ensure timely supply of manpower & resources for carrying out the work.
- ❖ Measure effectiveness and efficiency of operational processes both internally and externally and implement solutions to improve processes.
- ❖ Lead implementation of policies, SOPs in all functional areas. To ensure that all Departments operate in accordance with all statutory and norms and practices and is financially viable in the short and long term.
- ❖ Support key decision making related to business model, growth and customer service.

- ❖ Identify and build partnerships wherever necessary to build credibility, knowledge transfer, speed up execution and support growth.
- ❖ Engage and motivate the team to deliver quality standards of service.
- ❖ Solve any inter-departmental issues that arrive before they hamper the daily working.
- ❖ Monitor performance of employees and develop systems to track performance
- ❖ Create systems for feedback & ensure developmental training wherever required
- ❖ Set up basic processes to cater to the employee benefit deliverables
- ❖ To act as Senior Management Officer, assisting Director (Admin) in administering the functions and duties of Society.

### **Key Result Areas**

- ❖ Reduction in cycle time of service processes
- ❖ Reduction in internal customer complaints
- ❖ Compliance of various statutory requirements within time
- ❖ Number of Training Man days
- ❖ Reduction in overhead costs
- ❖ Budget variances within acceptable limits
- ❖ Enhancing the Continuous Improvement programs
- ❖ Implementation of Total Quality programs within time
- ❖ Carrying out Financial processes as per SOPs within time
- ❖ Handling Performance Management System within time
- ❖ Ensure employee deliverables within time

### **Location**

Gandhinagar, Gujarat