



Additional General Manager (HR&A)

The Company: GIPCL is a Rs 3800 crore asset base fast growing company in the power sector with its corporate headquarters at Vadodara, and a total installed capacity of more than 1000 MW. The facilities are located at Vadodara and near Surat in Gujarat. GIPCL is currently taking giant leap in the Renewable Energy Sector by 112 MW Wind Power Projects and 162 MW PV based Solar Power Projects at various locations in Gujarat.

The company is professionally managed and has excellent growth track record.

Role

As a Corporate Head of Human Resource, General Administration and Industrial Relations related functions of the Company, directly reporting to the Managing Director.

Broad Responsibilities:

1. Formulation of overall HR strategy / Plan integrated with the business plan and overall HR vision of the organization.
2. Support the Management in culture building, driving organizational values and implementing new strategic HR initiatives.
3. Provide support to improve relationship with Key stakeholders.
4. Ensure effective management of employees needs and expectations through efficient HR systems and administration.
5. Build an atmosphere of high performance work culture & Managing Employee's Key Performance Indicator based PMS.
6. Ensure PMS feeds into other HR processes like training & development, succession planning, reward system, etc.
7. Developing and standardize various HR policies and process.
8. Thorough knowledge of and liaison with statutory authorities and ensure regulatory compliance of all statutory Acts, Laws, bodies related to employment like PF, Labour Welfare, Factories Act, etc.
9. Dealing and managing cordial relations with local authorities and Government bodies.
10. Formulate negotiation strategies with unions integrated with overall vision for the Management and provide inputs for long term settlements with them.
11. Provide change management support to the organizational functions, in light of initiatives like organization restructuring, succession planning, job rotation, etc.
12. Oversee IR related activities to ensure complete compliance of Statutory Labour Laws and service rules / standing orders in the organization.



13. Monitor IR relations and promote harmonious relations with the union, workers, etc. and manage industrial disputes with least impact on business of the Company.
14. Monitor court cases GIPCL involved in and track the proceedings of the cases on a regular basis.
15. Develop & Implement various systems for smooth and error free compliance and administration of assets, facilities across units/locations.
16. Ensure on contractor's part for applicability and compliance of labour related Acts, Laws, etc.
17. Ensure that employee grievances are handled objectively.
18. Finalize and review Budget, analysis, projection, control, MIS, etc. related to salary, training, welfare and other costs.
19. Should have up to date knowledge of Contract Labour Management.

Qualification: A Graduate degree with MBA-HR / MHRM / MSW/ MLW from reputed recognized University – full time course only. Preferably with LLB and Knowledge of SAP-HR.

Experience: The person, we are looking for would have worked at a Head of HR function for about 10 years and should have at least 20 years of post qualification experience in a reputed organization, preferably in the Power Sector having turnover of Rs 500 crores or more.

Skills: Strong oral & written communication skills, negotiation skills, conflict management and problem solving skills.

Age: Preferably not more than 50 years as on the date of advertisement.

Remuneration: Pay includes attractive salary, performance based variable pay, medical reimbursement, CPF, gratuity, superannuation, etc.

Candidates meeting the above criteria may forward:

1. A detailed bio-data with recent passport size photograph.
2. Details as per attached EMPLOYMENT APPLICATION FORM

Within 10 days of issue of the advertisement to:

Managing Director
Gujarat Industries Power Company Limited
P.O. Petrochemical – 391 346
Vadodara (Gujarat)
Email : ram@gipcl.com



GUJARAT INDUSTRIES POWER COMPANY LIMITED

EMPLOYMENT APPLICATION FORM

Application for the post of: _____

(All columns should be filled in properly. If necessary separate sheets may be attached)

1.	Full Name	:				
2.	Address for communication	:				
3.	Permanent Address	:				
4.	Email	:				
5.	Telephone & Mobile Number	:				
6.	Date of Birth	:				
7.	Qualifications	:	Degree/diploma/ Certificate	University/ Institute	Passing Year	%
8.	Experience	:	Organisation (Full address &	Position Held	Period (From – To)	Specific Duties
9.	Languages Known	:		Read	Write	Speak
			English			
			Mother Tongue/Gujarati			
			Hindi			
10.	Present Salary p.m. (CTC)	:				
11.	Expected CTC	:				
12.	Notice period	:				
Place						
Date:						
(Signature)						