

## **Civil Planning & Procurement Job Description**

**Job Position:** Manager / Sr. Manager : Civil Planning & Procurement

**Location:** Hyderabad, Telangana & Ramayapatnam (Nellore), AP

**About the client:** **INDOSOL Solar Private Limited** (ISPL) is a Special Project Vehicle (SPV) of Shirdi Sai Electricals Limited (SSEL), who is a leading Indian Conglomerate (Manufacturing B2B) in Transformer manufacturing, headquartered in Hyderabad. Having qualified in PLI (Production linked incentive) scheme through MNRE, Government of India is keenly materializing to set-up 10GW Integrated PV manufacturing for the entire value chain (Polysilicon, ingot, wafer, cell, Module & Glass manufacturing).

### **Objectives of this role**

- Planning, coordinating and managing all phases of construction projects, including project planning, budgeting, costing & procurement
- Establishing project objectives, scope and deliverables in collaboration with stakeholders and ensuring alignment with management.
- Developing and managing project schedules, budgets and resource allocations to ensure cost efficiency and timely delivery.
- Liaising with architects, engineers, contractors and subcontractors to monitor construction progress, resolve issues and ensure compliance with specifications and quality standards.
- Managing procurement processes, including bid evaluations, contract negotiations and vendor selection.
- Oversee project budgeting and cost control and manage change orders to ensure adherence to budgetary constraints.
- Conducting regular site inspections to assess project progress, identify risks, and ensure compliance with safety protocols and regulatory requirements.
- Maintain effective communication with project team members and stakeholders to provide project updates, address concerns and foster strong working relationships.

### **Roles and responsibilities**

- **Project Coordination -QC- Planning & Billing** -BOQ/MTO Preparation, Rate Analysis, Internal Costing, Project schedules, Progress monitoring, Weekly /Monthly reports, Plan Vs Actual, Delay analysis, Targets, Bill certification, Material reconciliation, Technical Audit etc.
- **Contract Management & Procurement** -Enquiry floating, Offers receipt, Technical & Financial evaluation, Prepare Cost effective Methods, Comparative statements, Negotiation, Management approvals, Issue WO, deviations, Amendment etc.

### **Your tasks**

- Develop comprehensive project plans, including timelines, resource allocations and procurement strategies.

- Coordinate and oversee construction activities, ensuring adherence to project schedules and specifications.
- Evaluate and select contractors and subcontractors based on qualifications, experience and cost-effectiveness.
- Monitor project progress, track key performance indicators (KPIs) and report on project status to stakeholders.
- Ensure compliance with safety regulations and legal requirements, prioritising a safe working environment for all involved.
- Manage construction project documentation, including contracts, permits, drawings and change orders.
- Conduct regular meetings to facilitate communication, address challenges and to meet project objectives.
- Provide regular updates and reports on project status, including milestones, budget updates, and any significant developments or risks.
- Implement and enforce safety protocols and ensure compliance with local building codes and regulations.
- Carry out thorough project evaluations and assessments to identify areas for improvement and implement necessary corrective measures.
- Provide guidance to the project team, fostering a collaborative and high-performance work environment.

#### **Required skills and qualifications**

- A bachelor's degree in civil engineering, construction management, or a related field.
- At least 12-15+ years of relevant experience in construction project management, with a track record of successfully delivering projects on time and within budget.
- Strong knowledge of construction methodologies, building codes and safety regulations in the Indian context.
- Excellent project management skills, including effective planning, organising and prioritising tasks.
- Proficiency in reading and interpreting technical documents, including project blueprints and construction schematics.
- Strong communication skills to manage project teams and stakeholders.
- Proficiency in construction management software, project scheduling tools and cost estimation software.
- Familiarity with sustainable construction practices and green building certifications.
- Experience in budgeting, costing, benchmarking and procurement strategies to get the best cost as per industry standards.

**Preferred skills and qualifications**

- Relevant professional certification in project management or construction management, like Project Management Professional (PMP) or LEED certification.
- Knowledge of risk management and budget management principles.
- Experience in managing large-scale construction projects in India.
- Knowledge of local construction regulations, permits and approval processes.
- Proficiency in using Building Information Modelling (BIM) software.
- Experience with construction contract negotiations and claims management.
- Strong experience in negotiations, contractual & overall procurement philosophy in construction industry
- Familiarity with lean construction principles and methodologies.
- Strong financial understanding and experience in project budgeting and cost control.
- Ideal candidates must have experience in handling civil projects related to ETP, STP, RO, UPW, Gas/chemical yards, LNG complex, solar cell-ingot-wafer buildings, deep piling works, desalination plants, etc