

Job Description

Manager Compliance

Responsibilities and Skills

- Review, comment, coordinate, monitor and advice upon all contracts/agreements entered by the Company.
- Coordinate and ensure that licenses, insurances, guarantees and other statutory approvals a intact with regards to the Companies business.
- Monitor transaction compliance (milestones, deliverables, invoicing etc.).
- Responsible for Contracts Administration and Contracts Management for project ensuring compliance of contractual terms and conditions.
- Ensure the plant activities pertaining to construction and operations are in compliance with the contractual and other relevant standards.
- Draft contract terms & conditions for procurement, HR and others in liaison with legal department.
- Work with other work streams, contractors, and consultants to support compliance, reduce risk and effect change leading to continual improvement.
- As required, provide guidance on contract matters to technical team and other operational staff, including training to new project managers and other employees in contracting practices and procedure.
- Ensure maintenance of contractual records and documentation, such as receipt and control of all contract correspondence, other party contact information sheets, contractual changes, status reports and other documents.
- Develop and implement procedures for contract management and administration in compliance with company policies.
- Any other work/task assigned by management.

Job Description

Assistant Manager Billing & Invoicing

Responsibilities and Skills

- Understanding of Declaration of Available Capacity.
- Preparation of invoices under Power Purchase Agreement (PPA).
- knowledge and understanding of cost plus tariff and its true-up mechanism
- Knowledge and understanding of Power Policy 2015.
- Understanding of PPA and its schedules including tariff, indexation mechanism, outages, correction curves, fuel price determination and pass-through items etc,
- Verification of invoices of Suppliers & Contractors.
- Preparation of quarterly indexations including CPIs, exchange rate and KIBOR and fuel price determination for NEPRA approval.
- Preparation of passthrough item claims such as WPPF, Income taxes, Insurance etc.
- Contract Management (LTSA, O&M, GSA, etc)
- Adhoc Reporting (Component & Financial Analysis)
- Liaison with CPPAG for timely recoveries and time to time reconciliations.
- Correspondence with CPPA, SNGPL& Consultants
- Understanding of applicable provincial and federal taxes
- Any other task assigned by the management

Job Description

Manager Enterprise Resource Planning

Responsibilities and Skills

- Manage the process of procurement, EOI, evaluation of pre-qualification documents.
- Responsible for preparation of RFP, shortlisting & evaluation of vendors.
- Provide support for ERP implementation.
- Coordination between vendor and business users.
- Provide end-to-end support and/or participate as a technical team member for ERP.
- Ensure requirement mapping in the design document for implementation.
- Coordinate the training sessions and user acceptance testing for ERP.
- Ensure the compliance with system design in accordance with design documents.
- Coordinate in resolution of ERP related service issues to ensure business user satisfaction.
- Interface closely with vendors during the complete software development lifecycle of applications for database analysis & design, and interface requirements with ERP.
- Provide reporting requirements of management through ERP.
- Provide support for development of various reports for users.
- Ensure the integration of business systems.
- Provide periodic review of entity's business processes to align with ERP.
- Liaison with vendors for any upgradation in software.
- Liaison with vendors for the provision of support services.
- Any other task assigned by management.

Job Description

Assistant Managers (ERP)

Responsibilities and Skills

- Manage the process of procurement, EOI, evaluation of pre-qualification documents.
- Responsible for preparation of RFP, shortlisting & evaluation of vendors.
- Provide support for ERP implementation.
- Coordination between vendor and business users.
- Provide end-to-end support and/or participate as a technical team member for ERP.
- Ensure requirement mapping in the design document for implementation.
- Coordinate the training sessions and user acceptance testing for ERP.
- Ensure the compliance with system design in accordance with design documents.
- Coordinate in resolution of ERP related service issues to ensure business user satisfaction.
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- Ensure the integration of business systems.
- Provide periodic review of entity's business processes to align with ERP.
- Liaison with vendors for any upgradation in software.
- Liaison with vendors for the provision of support services.
- Any other task assigned by management.