

Job Description Template			
Basic Information on			
Job title	GET	Role Holder Name:	-
Circle/ Corporate	Punjab	Reports to:	City Construction Lead / Manager
Function Name:	OSP Construction	Reported by:	Coordinator-Fiber Execution, Engg support-Fiber, Engg support-Electrical
Division/ Dept:	Telecom		
<b>01</b>	<b>Section One : Job Purpose</b>		
Summarise your job purposes; and how it contributes to the overall mission/objective of the organization			
1. Drive the Project with the perspective of ensuring the timely roll out of the sites for FTTH/Intracity/NLD/Last Mile Projects as per the business plan. Support the deployment team in providing Electrical/Civil related solutions in accordance to the project requirement and the prevailing rules / norms.			
2. End-to-end ownership of the execution with regards to the timelines, quality, cost and processes. Undertake site visits / periodic audits to check construction and to validate with specifications and design. Responsible for Electrical/Civil Design and Drafting work as appropriate to support the successful delivery of the projects.			
3. Relationship Management - Internal (departments) & External Stakeholders by way of strong and robust review mechanisms and timely update / information sharing so that all the concerned parties are informed of the project rollout update.			
4. Responsible for profitable and smooth running of all operations across all the circles and ensuring all the required permissions, material, manpower and support is available.			
5. Accountable for the rollout of infrastructure through effective leadership and building a productive team down the line. Ensure that the projects meet the Electrical / Civil and construction related safety regulations.			
6. Resolve the escalated issues and be informed or consulted for any major change in Project Schedule.			
<b>02</b>	<b>Section Two: Principal Accountabilities</b>		
List the key result areas that must be achieved in order to fulfill your job purpose and the activities that help in achieving these results (List in order of decreasing order of importance)			
Sr. No	Key Result Areas	Major Activities	Key Performance Indicators
1	Execution with respect to time, cost & quality for Intracity operations	1. Drive the Project with the perspective of ensuring the timely roll out of the sites across all the circles as per the business plan. 2. End-to-end ownership of the Intracity execution with regards to the timelines, quality, cost and processes. 3. Ensure that project initiatives meet leadership and/or customer expectations	
2	Vendor Management for Intracity	1. Conduct periodic governance meetings with vendors to ensure timely resolution of all issues 2. Timely feedback to vendors on their performance and ensure reward and penalty mechanism is implemented	
3	Time & Cost Management Process for Intracity	1. Identify and resolve time management issues 2. Keeping Project Plan up-to-date at all times 3. Identify each of the costs within project 4. Ensure the expenses are approved before purchasing 5. Keep a central record of all costs incurred	
4	Quality process adherence for Intracity	1. Ensure right processes are defined and inculcated to all team members across all the Circles. 2. Ensure team is constantly trained about quality process, construction specifications and in-built quality check systems are in place to have proactive & on line quality performance monitoring.	
<b>03</b>	<b>Section Three : Skills &amp; Knowledge</b>		
State the minimum acceptable proficiency for this job. Do not state incumbent-specific information			
Minimum Educational Qualifications to perform this job:	BE/B-Tech - Electrical / Civil / Electronics		
Relevant Experience	0-1 Yrs		
<b>04</b>	<b>Section Four</b>		
Skills Required	1. Vendor/People Management. 2. Strong co-ordination & multi-tasking skills. 3. Resolving conflicts. 4. Strong interpersonal and team building skills. 5. Excellent analytical ,Communication skills with process orientation.		
Job Challenges	1. Timelines 2. Relationship management with internal and external stakeholders 3. To achieve the project with utmost quality.		