

Job Description of Manager - Electrical (Level -10)

- i. Represent the electrical department in meetings with stakeholder and executive management.
- ii. Lead and manage the electrical engineering team providing guide and support to ensure project success.
- iii. Prepare the tender/contract documents and carry out its evaluation for the procurement of electrical/mechanical works, goods and service as well as report the General Manager (GM) / Chief Executive Officer (CEO) as required.
- iv. Assist GM/CEO to negotiate the contract (to reach profitable agreement) of contract, communicating with engineers & inspectors and coordinating the delivery of materials with vendors.
- v. Review and design of electrical component of hydropower, Solar and other infrastructure /facility of the company.
- vi. Oversee the design, development and testing of electrical system and components.
- vii. Review of the project planning and other reports submitted by the consultant/contractor.
- viii. Ensure compliance with federal and local safety guidelines and standards.
- ix. Generate reports focusing on projects progress respective of stipulated time and cost.
- x. Collaborate with other departments to integrate electrical engineering solution into broader company initiatives.
- xi. Assist GM / CEO to manage budgets and resource allocation for engineering projects.
- xii. Assist GM / CEO to evaluate and prepare details progress report of the projects.
- xiii. Assist GM / CEO to plan differently capacity enhancement programs for the company's personnel.
- xiv. Assist GM / CEO to hire contractors, other staff and allocating responsibilities to them.
- xv. Develop and implementing engineering strategies and plans that aligns with company goals.
- xvi. Assess project feasibilities by analyzing technology, resource need and market demand.
- xvii. Provide technical advice and resolve problem to ensure that standards for quality, reliability and safety are met.
- xviii. Review the work progress on daily/monthly basis and prepare internal and external reports.
- xix. Assist GM / CEO to all construction operation and schedule, intermediate phase to ensure deadlines will be met.
- xx. Involve in cost estimation and budgeting, establish operational schedule, negotiate contracts, and obtain permits.
- xxi. Perform any other duties assignend by the Company.

Job Description of Deputy Director (Finance) (Level-9)

- i. Assist to General Manager (GM) and Chief Executive Officer (CEO) of the company in all the managerial works/activities.
- ii. Direct, monitor, supervise and control of the employees under finance department.
- iii. Planning of the budget for new Fiscal Year (FY) and coordination with department managers to get the realistic budget.
- iv. Forecast, prepare and manage cash flow for all project related activities and coordinate with shareholders and financing institutions as needed.
- v. Advise and assist GM/CEO on project related financial issues and remedies to maintain financial discipline.
- vi. Preparation of annual operation and capital budgets and submit the same to the GM/CEO as needed.
- vii. Conduct financial risk analysis and advise GM/CEO with necessary measures for proper implementation of the project.
- viii. Conduct meetings with the shareholders and financial institutions to implement the financial agreements.
- ix. Prepare documents related to financial agreements for related to financial closure of the different VUCL projects and sister companies.
- x. Update and implement management information system (MIS).
- xi. Liaising with banks for implementation of consortium decision, interest revision, negotiating terms, documentation reconciliation, and any other works related to bank as per the instructions from GM/CEO.
- xii. Continuously stay abreast with prevailing acts, policies, rules and regulations related to financial matters; comply and update applicable local policies; train VUCL staff in these policies.
- xiii. Ensure compliance with VUCL financial policies and procedures as well as other regulatory bodies.
- xiv. Assure legal and regulatory documents are duly filed and monitor compliance with prevailing laws and regulations.
- xv. Plan and implement systems for financial operations in the head office and site offices in accordance with the VUCL Finance Manual and regulations; including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record-keeping etc.
- xvi. Responsible for fund arrangements for the different VUCL projects and sister companies as per the instructions from the GM/CEO.
- xvii. Execute without interruption of all the day to day finance management activities of the Company.
- xviii. Make plan for cost reduction and cost effectiveness without hampering the effective operation of the organization.
- xix. Participate in different levels of meeting related to the Company's finance management.
- xx. Provide views/suggestions to senior management and department managers on subjects related to financial management of the Company.
- xxi. Maintain financial transparency of all the expenses made on different titles by the Company.
- xxii. Check the planned budget from different projects and sister companies with respect to the ceiling allocated to them.
- xxiii. Prepare annual financial report for audit purpose.
- xxiv. Reminding of unsettled budget (pointed out by the auditors) of concerned department to concerned/responsible personnel for clarification/settlement and recommending for action, if required.
- xxv. Clarification and settlement of the unsettled budget/cash/financial issues pointed out by the auditors.

- xxvi. Duly deduction of tax from the employee, hired experts, logistics, transportations, etc. as per the prevailing rules and regulation of the nation.
- xxvii. Check the prepared vouchers, carry out data entry in computerized accounting system, filing, handle petty cash, banking transactions, payments, etc.
- xxviii. Prepare bank/cash reconciliation and other financial statements as required.
- xxix. Draft correspondences to related department managers on issues of financial decisions and order from higher management.
- xxx. Check the expense submitted by different projects and VUCL subsidies for authorization, and making recommendation to the GMCEO for approval.
- xxxi. Development and update of the financial progress sheet of different projects, sister companies and VUCL itself in the standard format and/ or in the format prescribed by the line ministry.
- xxxii. Interact and assist the seniors of same/other divisions of the organization from time to time as per requirement.
- xxxiii. Perform any other duties assigned by the Company.

Job	Description of Deputy Director (Admin/Human Resources) (Level-9)
i.	Assist General Manager (GM)/Chief Executive Officer (CEO) of the Company in all managerial and human resources related works/activities.
ii.	Undertake the responsibility and accomplish all the works related to administration/human resources department.
iii.	Keep records of all employees' job placement, deputation, travel orders and internal action planned/taken.
iv.	Coordination with the different departments of the Company and making recommendations for the job vacancy to concerned department/GM/CEO.
v.	Provide views/suggestions on different issues/files requested by different department or projects.
vi.	Monitor the compliance of the employees with the Company's rules and regulations.
vii.	Record and update the financial statement of each employee as per the Company rules without disclosing to the unauthorized personnel.
viii.	Report the GM/CEO and recommend for action about those employees who are; found to be continuously irregular to the office time, on leave without approval or without even pre/post informing, inefficient performance of the allocated job etc.
ix.	Implement all the decisions made by higher management related to administration/human resources department.
x.	Administer systematic record of the attendance of all the employees.
xi.	Record with reasoning of in-out of the employee during office time for different project works.
xii.	Monitor and execute repair, maintenance and protection of all physical properties of the Company.
xiii.	Proper, systematic management and record of all to from correspondences of the Company and at least once in a year screening of those documents shall be done.
xiv.	Implement maintenance diary record of the activities performed in administration department on different issues/subject.
xv.	Manage and timely update personal database of all the employees of the Company.
xvi.	Put forward to GM/CEO, the received letters, documents, files from different project related institutions for further action.
xvii.	Maintain systematic register for all incoming and outgoing correspondences of the Company.
xviii.	Categorize and properly file the documents, official mails, memos and review of documents for errors before they are dispatched.
xix.	Facilitate in executing program of the executive officers by scheduling meeting and events, as well as making arrangements for conference and meeting venue.
xx.	Facilitate travel arrangements of the office employees by coordinating schedules to them and purchasing tickets as well as prescribed travel itineraries.
xxi.	Answer queries by the employees and other vendors.
xxii.	Assist seniors management in updating office policies and procedures as per requirement.
xxiii.	Forwarding leave requests of the employees to the CEO or to the level officer nominated/allocated by the CEO.
xxiv.	Update the leave account/status time to time of all the employees.
xxv.	Manage the approved leave requests in systematic manner.
xxvi.	Monitor and maintain office equipment and inventory supplies, order replacement supplies as needed.
xxvii.	Schedule the Company's yearly calendar and updating as needed.
xxviii.	Prepare reports on expenses, office budgets, and other expenditures.
xxix.	Assist department managers, seniors, CEO in organizing the Company's special functions and social events.
xxx.	Interact and assist the seniors of same/other divisions of the organization from time to time as per requirement.
xxxi.	Preparation of human resources development and management plan.

- xxxii. Prepare and update job description of the staff on the basis of job analysis of the position.
- xxxiii. Faciliate performance evaluation of all the staff on the basis of job analysis of the positon.
- xxxiv. Schedule regular staff meeting.
- xxxv. Procure and maintain insurance policy of staff as per the Company bylaws.
- xxxvi. Manage vehicle, schedule and maintain log book.
- xxxvii. Manage operation and maintenance of office physical facilities, equipment and machines.
- xxxviii. Coordinate account section for timely payment of office rent, water, electricity, telephone, internet and other utility bills including other statutory dues related to Head Office and Site Office.
- xxxix. Maintain asset and stock register
- xl. Keep a record of vehicle fuel and maintenance.
- xli. Perform any other duties assigned by the Company.

Job Description of Engineer-Civil (Level-7)

- i. Assist Project Manager (PM) to prepare tender/contract documents and its evaluation for the procurement of works, goods, and services.
- ii. Assist PM to analyze the claims, variations, extension of time, etc.
- iii. Assist PM to check and verify the Contractor's payment statements.
- iv. Assist PM to monitor the day to day works of the consultant/Contractor.
- v. Prepare the Procurement Plan for the Company.
- vi. Participate in the meetings as required by PM.
- vii. Assist PM to coordinate with the Consultant in regards to assurance of construction time and cost control.
- viii. Assist PM to carry out periodic quality checks as required.
- ix. Assist PM to conduct meetings with all project parties in a regular manner.
- x. Assist PM to monitor daily, weekly, monthly plan with project plan.
- xi. Assist PM for progress report preparation.
- xii. Ensure reliability of progress report submitted by the Consultant/Contractor.
- xiii. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for corrections, if required.
- xiv. Assist PM to carry out EIA/IEE, connection agreement, PPA and other regulatory works with Line Agencies.
- xv. Interact and assist same/other divisions of the organization from time to time as per the requirement.
- xvi. Perform any other duties assigned by the Company.