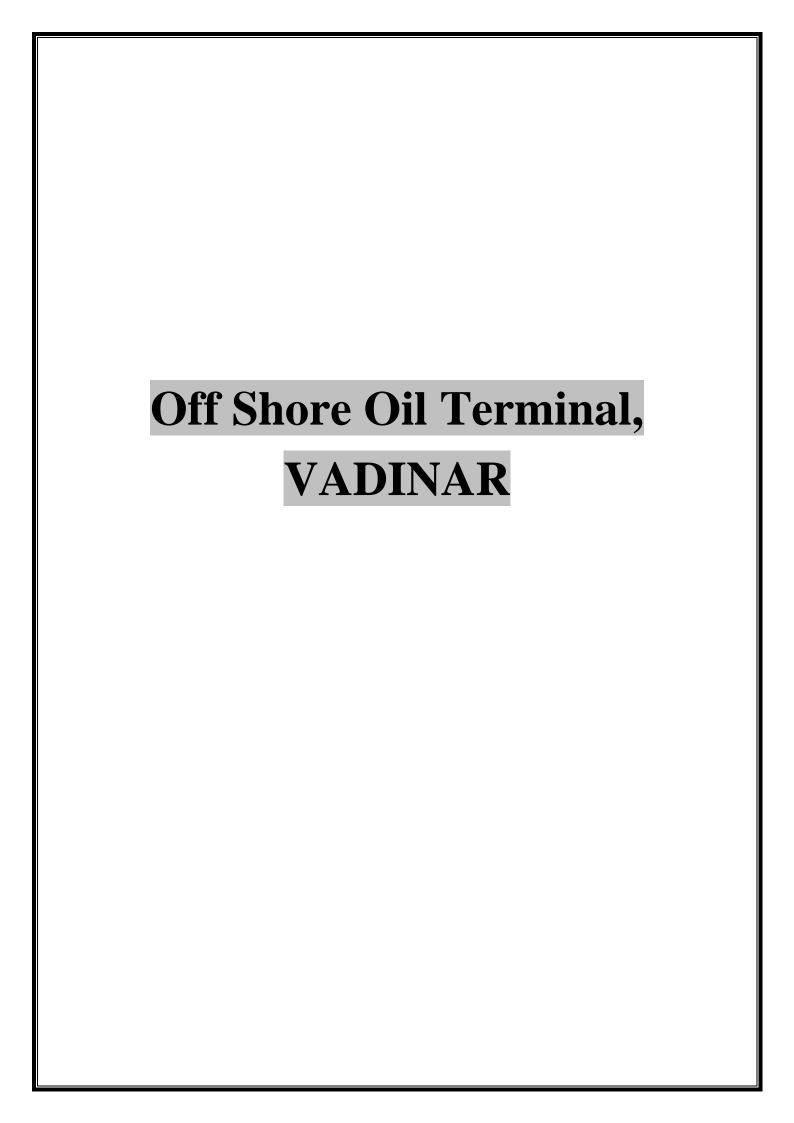
DEENDAYAL PORT TRUST

(INDIA'S NO.1 MAJOR PORT)

MANUAL ON JOB & RESPONSIBILITIES



Name : Vacant

Designation: Chief Operations Manager

Section : OOT Department

Department : Off-shore Oil Terminal Department

Title of the Job	Chief Operations Manager
Objectives	The Chief Operations Manager is the Head of Off-shore Oil Terminal
	Department, Vadinar.
Role and	Administration and Management of the Department.
Responsibilities	• Improvement in the overall working of the Department.
	Operation of the SBM Terminal.
	• Looking after the Welfare, Customer relations and developmental works of the department and ensure I.S.P.S. compliance. Department activities include Marine, Traffic, Engineering, Finance, Establishment, General Administration, medical and dealing with Trade Unions and customers.
Job specification & attributes	 Degree in Engineering from a recognized University/Certificate of Competency as MOT First Class/Master Mariner having Certificate of Competency as Master of Foreign Going Ship / Post-Graduate degree from recognized University. 17 years experience in Executive Cadre in Marine/Engineering/Traffic in any port/ Government or Semi-Government Department/Public Sector Undertaking/Autonomous Body.
Resource	Qualified Officers to take care various sections for day to works and
requirement	support staff
Measureable	Management in administration and technical matters as a whole in
outcome	terms of Pilotage.
Date of review	Yearly