



P/1, Nayapalli, NALCO Bhawan
Bhubaneswar-751013

NEEDS A CHIEF OPERATING OFFICER(COO) , A CHIEF FINANCIAL OFFICER (CFO) & A MULTI TASK SUPPORT STAFF(MSS) FOR NALCO FOUNDATION

Nalco Foundation registered, under the Indian Trusts Act 1882 came into existence on 28th July 2010 as per NALCO Board's decision to set up a standalone Foundation for its CSR activities. Among other things, the Board decided to allocate an additional one percent of Nalco's total net profit every year to fund the schemes to be undertaken by this Foundation. The Foundation is based on the Guidelines on CSR for CPSEs, issued in March 2010 by the Department of Public Enterprises, Government of India.

Nalco Foundation is focused on development of villages located within 15 kms radius of NALCO's Mines & Plants in Damanjodi and Angul, and also proposed mining areas such as Utkal-E Coal Block (Chhendipada Block, Angul), Pottangi (Koraput) and Gudem & KR Konda (Visakhapatnam and East Godavari districts of Andhra Pradesh).

Nalco Foundation ensures community participation, accountability, sustainability and measurable results, through:

- Baseline surveys and needs assessment
- Identification of projects
- Selection of implementing agencies
- Monitoring and evaluation
- Social auditing by independent bodies
- Documentation of experience

A. To achieve its vision "To be an agent to engineer holistic development" NALCO FOUNDATION is looking for

1. CHIEF OPERATING OFFICER

An expert as COO for the areas of CSR activities including Skill Development, Community Mobilization/Development & Corporate image building which will supplement all the internal Company's endeavour in these areas as well as to advise and guide in furtherance of the same in line with Company's need. The applicant should be an energetic individual with a passion for CSR, a good understanding of the trends and developments shaping the CSR agenda and how it can contribute to the successful performance of NALCO FOUNDATION. Most importantly the applicant is able to 'translate' this into concrete actions. The applicant should have great interpersonal and communication skills with an ability to build strong relations with stakeholders both internally and externally. The applicant is accountable, take ownership of his tasks and make things happen. The applicant is a strong project manager and can see a project through from initiation to execution and evaluation.

The incumbent should be Graduate with recognized MBA or PG Degree/Diploma in Management / Social work/ Social Welfare/ Rural Management/Rural Development/Ecology/HR/Personal Management & Industrial relation.

The applicant should be within the age limit of 65 years and should have at least 20 years of experience in the areas majoring in Liaison with various agencies/ implementation of CSR projects including skill development activities/ Rehabilitation & Resettlement related activities including conducting baseline surveys, need surveys etc. in business organization of repute out of which at least 12 years at the higher level of Management either as Chief or in Leadership position. A degree of law will be desirable

The applicant should have personal acumen to supplement and to bring change in the CSR including skill development as well as image building exercise of the Organization, as necessary from time to time. The applicant should have the required personality, updated knowledge on the related fields and having ability to move extensively to different Units/locations on the assigned areas of the Company.

The engagement will be initially for two years with a monthly remuneration of Rs.80,000/- (consolidated) and may be extended depending upon the performance and need. The other facilities would include telephone reimbursement Rs.1500/- per month, medical facilities for self, leave for 12 days, Company's holidays and other facilities on tour like TA & DA etc. as per policy decision of the management

2. CHIEF FINANCIAL OFFICER

An expert as Chief Financial Officer in NALCO FOUNDATION to provide organizational leadership related to the financial health of an organization. As a Chief financial officers the applicant is expected to manage the overall financial risks of NALCO Foundation's activities. The applicant will supervise the compilation and preparation of financial statements and reports, develop and pursue positive business ventures, develop strategies for internal growth and effectively manage the revenue of the foundation. The applicant will establish accounting policies and procedures wherever required. The applicant will look into the compliance with financial regulations and standards wherever applicable. You will communicate both the Foundation's expected and actual financial performance. The applicant will oversee the budget process, collecting of inputs and comparing the Foundation's actual performance vis-à-vis the budget estimates.

The CFO works in close cooperation with the [chief operating officer](#) (COO) to create plans and opportunities for the maximum benefit of the organization.

The position of CFO requires strong self-discipline and managerial skills, as well as an equally strong spirit of teamwork and cooperation. CFOs must set appropriate goals for an organization and oversee the action required to complete them successfully. They must likewise build and maintain productive business relationships in order to achieve a unified vision that ensures everyone within the organization remains committed to the company's course of action.

The incumbent should be a qualified Chartered Accountant. Desirable additional degrees like CFA / MBA (Finance) / Certificate in Financial Risk Management from internationally acclaimed University / Associations like GARP will be added advantage.

The applicant should be within the age limit of 65 years and should have at least 20 years of experience in overseeing financial operations in Foundations/Trusts/ Banks /FIs /large financial companies/financial services organisations post acquiring CA qualification of which a minimum of 5 years should be as a full time Chief Financial Officer or an equivalent position in a regular capacity – and not in a contractual / adhoc capacity.

The engagement will be initially for two years with a monthly remuneration of Rs.80,000/- (consolidated) and may be extended depending upon the performance and need. The other facilities would include telephone reimbursement Rs.1500/ -per month, medical facilities for self, leave for 12 days, Company's holidays and other facilities on tour like TA & DA etc. as per policy decision of the management. The performance of appointee will be reviewed annually to decide on the continuance of contract.

3. MULTITASK SUPPORT STAFF

A support staff in NALCO FOUNDATION for necessary liaising with temple administration, Puri municipality, Puri district administration/ local people etc.so as to complete the Puri projects in a time bound manner. The applicant should have sufficient local network. The applicant is required to report daily progress of activities to NALCO. The applicant's responsibility is to develop Puri as an iconic place.

The support staff works in close cooperation with the APM to be posted at Puri to create plans and opportunities for the maximum benefit of the organization. The position requires strong self-discipline and liasoning skills, as well as an equally strong spirit of teamwork and cooperation.

The incumbent should be a matriculate or ITI qualified. He/ She should be within the age limit of 40 years and should have at least 2 years of experience in liaising /social works.

The engagement will be initially for two years with a monthly remuneration of Rs.20,000/- (consolidated) and may be extended depending upon the performance and need. The other facilities would include telephone reimbursement Rs.500/ -per month, medical facilities for self, leave for 12 days, Company's holidays and other facilities on tour like TA & DA etc. as per policy decision of the management. The performance of appointee will be reviewed annually to decide on the continuance of contract.

B. Career Progression:

All the posts will not be eligible for being considered / shortlisted for any career progression.

C. Place of Posting:

The position / place of posting of COO and CFO will ordinarily be NALCO FOUNDATION, Bhubaneswar and for multi task support staff is Puri.

D. Selection Procedure:

Selection will be through interview only. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the Board may apply a criteria which may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

E. How to apply:

(i) Interested candidates may submit their application online giving details of their age, qualification, experience, past achievement, significant contributions, position held and other related factors appropriate to the position by 15th September 2017

(ii) The recent photograph is to be pasted at the appropriate place. Incomplete applications will be rejected.

(iii) The following documents should be submitted along with the application:

- a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DoB).
- b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
- c. Appropriate document(s) in support of desirable experience.

F. General rules/ instructions:

(i) Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application. Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

(ii) Candidates called for interview, will be reimbursed to and fro actual Economy Class air fare for COO/CFO and 2ns class train/bus fare for MSS by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.

(iii) Canvassing in any form will be a disqualification.

(iv) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(v) Candidates already in service of Govt./Quasi-Govt. organisations and Public Sector Banks/Undertakings will have to produce discharge certificate from the employer at the time of appointment.

(vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.

(vii) Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the NALCO's website www.nalcoindia.com

(viii) Mere application does not make the candidate eligible for the position. NALCO FOUNDATION reserves the right to select the candidate based its requirement and suitability of the candidate.