

Scope of Work (SOW) for an Assistant Manager for Technical Projects

1. Qualification Criteria:

- Education: Bachelor's degree B.E./B.Tech, Preferably in Mining Engineering or Chemical Engineering;
- Domain Expertise: Minimum 7 years of experience in mining operations and/or explosives management, with demonstrable working experience in organizations such as PESO, DGMS, Coal Companies or any other.

2. Key Responsibilities:

- Domain knowledge of Explosives Act 1884, Explosives Rules 2008, Mines Act 1952, and DGMS circulars and other statutory guidelines.
- Facilitate compliance with the System for Explosives Track & Trace (SETT) and Ammonium Nitrate (AN) regulatory framework, including traceability requirements and reporting obligations
- Direct working knowledge of PESO license categories, application procedures, inspection norms, and CCE office functioning
- Knowledge of Coal Mining Operations - opencast/underground methods, coal quality, safety under DGMS/Mines Act
- Experience of Mine Planning, Remote Sensing & Geospatial Analysis
- Regulatory & Govt. Liaison PESO, DGMS, IBM, Ministry of Coal, State Mining Departments.
- Facilitate structured communication for requirement gathering, data-sharing arrangements, and alignment of processes with Stakeholders
- Ensure alignment of expectations on timelines, milestones, and deliverables
- Coordinate the drafting, finalization, and execution of Agreements with different organization/departments from time to time.

3. Certifications (Desirable):

- Mine Manager Certificate of Competency (Coal or Non-Coal), Shotfirer / Blaster License issued by a competent authority
- Any PESO or DGMS recognised certification in explosives handling, safety management, or mining operations

4. Soft Skills:

- Strong communication, advisory, and stakeholder management skills; ability to navigate government processes and build institutional relationships.
- Ability to navigate government processes, build institutional relationships, and follow up persistently on regulatory matters

Note: Additional project-related responsibilities may also be assigned from time to time, depending on emerging requirements and priorities.