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NICDC LOGISTICS DATA SERVICES LIMITED
Job description for the post of "Manager – Operation and Planning"

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COMPANY PROFILE

NICDC Logistics Data Services Limited was incorporated on 30th December 2015 as a joint venture company between National Industrial Corridor Development and Implementation Trust (NICDIT) (formerly known as DMIC Trust) & NEC Corporation Japan with 50% equity from both parties.

The objective is to provide the Export-Import Container visibility service across India along with comparative performance metrics for all Logistics Container Operators to enable the users in taking informed decisions.

The flagship product of the company "Logistics Databank System (LDB System)" would be an overarching solution that will integrate the information available with various agencies across the supply chain to provide detailed real time information within a single window.

The company's vision is to reduce the overall lead time of the container movement by streamlining the operations and help in reducing the transaction cost for the Government of India as a result of predictability & optimization achieved through the system.

POSITION OBJECTIVE

To ensure smooth operations of the project assigned and do a regular monitoring and budget control. Ensure the smooth coordination within project and inter projects and ensure that all stakeholders are well informed about the project status.

JOB DESCRIPTION AND KEY RESPONSIBILITIES

- Execute project implementation to provide the desired service levels to the customers as defined by the organization's business operating plans and strategic objectives.
- Ensure that all operational workings are accomplished in a correct, cost effective and timely manner in alignment with specification and project requirement.
- Interface cross-functionally at all levels within the divisional of the company, and external resources and concerns, such as system Integrators, third party providers, vendors and Governmental agencies.
- Reconciling issues with external entities, internal teams and customers to ensure that work isn't hindered as a result of unresolved disputes.
- Improving operational management systems, processes and best practices that guarantee organizational well-being.
- Ensure that achievement to project milestones are in time and improving project margin by optimum utilization of resources and cost control.
- Improving operational management systems, processes and best practices that guarantee that service levels are achieved.
- Researching new technologies and alternative methods of efficiency.
- Collaborate with all project stakeholders to ensure that the appropriate facility is available for site implementation and operations.
- Lead the daily/ weekly/ monthly implementation and operations reviews, prepare all data and metrics for review by senior management, identify gaps and scenarios that must be presented, guide senior management on final decision making on open items and prepare escalations where appropriate.
- Ensure smooth transition of commissioned establishments to operations.

- Select, implement, execute, document and share the '' best practice" methods, processes and ideas across the vendors during all the phases of the project to drive continuous improvements in all aspects of implementations and operations.

MINIMUM REQUIREMENTS

- **Nationality:** Candidate from Indian nationality only.

- **Preferable Age**: Candidate shall not be more than 35 years as on last date of submission of application.

- **Academic Qualification**: Should be a Graduate in any discipline from a recognized University/Institute with MBA/PGDBM/ or any equivalent degree in Logistics & Supply Chain or Operation Management.

- **Experience**: Minimum 5 years of post-qualification experience with experience in Logistics and Supply Chain Management as on last date of submission of application.

DESIGNATION, REPORTING & JOB LOCATION

The designation shall be "**Manager – Operation and Planning**" and reporting will be directly to "Deputy General Manager" and to other senior officials of NICDC Logistics Data Services Ltd. The job location will be in Noida but may require frequent travel to other States.

HOW TO APPLY

Resume and duly filled application, in the prescribed format for the above post may be sent to email id hr@nldsl.in so as to reach latest by **7th July 2021** by **05:00 PM**. Applications received after the due date will not be accepted. No manual /paper in hard copy shall be accepted/entertained.

The educational/ experience certificates need not be enclosed along with the application. The same will be called from the shortlisted candidates only.

SALARY: CTC Rs.12 Lakhs per annum.

SELECTION PROCESS: A Selection Committee will be constituted to short list, interview and recommend the candidate.

DISCLAIMER: This is not a Government job as NICDC Logistics Data Services Limited is not a Government Company.

APPLICATION FORM

(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the position applied for   :

2. Name of the Applicant (in block letter)   :

3. Father's / Husband's Name (in full)   :

4. Present Address   :

5. Permanent Address   :

6. Date of Birth and age as on   :

7. Gender   :

8. Contact Number (with code)   :

9. Mobile Number   :

10. Email Address   :

Affix your recent passport size photo duly attested

11. Details of Educational and Professional Qualifications from Matriculation onwards.

Educational/Professional Qualifications	Name of Institutions/ University/ Board	Passing Year	Percentage	Major Subject of Study

12. Details of experience relevant for the advertised post and job description:-

S.No	Organization Details	Designation and Current Location	Whether on regular or adhoc or deputation or contract basis	Brief description of duties	From	To	Gross Emoluments (Per Annum)
1.							
2.							
3.							
4.							
5.							

Note: You may enclose a separate sheet, duly authenticated by your Signatures, if the space below is insufficient.

14. Total work Experience   :

15. Details of computer Knowledge   :

16. Language(s) known   :

Declaration

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or my not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date: _____

Place:_____   _____

                                              (Name and Signature of the applicant)