



Chief Executive Officer

Reporting to: Board of Directors

Job brief:

We are looking for an experienced CEO who can provide sound technical leadership in all aspects of effluent treatment and solid waste management, must be well-versed in current technological trends, possessing administrative and finance management experience.

The CEO is expected to establish a great working relationship with the board of directors, provide management oversight and responsibility across the organisation to ensure the effective and efficient functioning of the organisation consistent with the overall strategy and mission; provide strong and clear leadership internally to the organisation and its people and externally to the organisation's stakeholders.

Detailed KRA (Key Responsibilities Areas) of CEO:

1. Technical

- Improving quality of treated waste water. Debottlenecking of CETP plant capacity.
- Development to improve efficiency of treatment and finalisation of treatment scheme.
- Improving operations at Centre of Excellence in Analytical lab, Pilot plant and to maintain ISO accreditation, NABL accreditation, and FDA approval by following GLP
- Providing innovative design to land fill Hazardous Solid waste and various infrastructure up-gradation projects
- Oversee operation of Common Multiple Effect Evaporator & Common Spray Dryer project at CETP site
- Comprehensive Environment Management System guidance to members industry.
- Strategic business planning and development of new TSDF sites, optimization of incinerator operations, new business streams, and compliance of pollution board guidelines and leachate management.
- Development of waste to energy projects while utilizing ETP sludge for Bio-methanation for the energy production.



- Planning, Design, Construction & commissioning and day today operation and maintenance of Hazardous Waste Land fill and Incineration facilities.
- Conducting periodical training programs for the operators of TSDF sites and CETP operators.
- Introduction of advanced technologies such as FACCO, Electro-chemical treatment and bacterial stains for the treatment of refractory COD.
- Planning, design and tendering of pipe line project for the marine disposal of 100 MLD treated effluents.

Legal compliance

Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations. Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.

2. Policy, Planning & Governance

- Developing business plans, budgets and strategies for consideration by the board and, to the extent approved by the board, implementing these plans, budgets and strategies;
- Monitor and interpret the external environment in order to continually position the organisation in its markets to best advantage;
- Maintain awareness of political, governmental, business and industry components of the external environment, on a local or national level;
- Ensuring the organisation's operations are within the parameters set by the board from time to time and that the board is kept informed of material developments in the organisation's affairs, operations and business;
- Where proposed transactions, commitments or arrangements exceed threshold parameters set by the board, referring the matter to the board for its consideration and approval;
- Identifying and managing operational and corporate risks for the organisation and, where those risks could have a material impact on the organisation, formulating strategies for managing and mitigating those risks, including for consideration and endorsement (as applicable) by the board;



- Ensuring that the board is provided with sufficient accurate information on a timely basis in regard to the organisation, its operations, business and affairs, and in particular with respect to the organisation's corporate performance, financial condition, operations and prospects, so as to reasonably position the board to fulfil its governance responsibilities;
- Implementing the policies, processes and codes of conduct approved by the board and facilitating the monitoring and reviewing of, and reporting against, those policies, processes and codes of conduct.
- Keeps the Board fully informed on the condition of Company and on all the important factors influencing it. Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation. Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- Focuses Board attention on long-range strategic issues.
- Manages the Board's due diligence process to assure timely attention to core issues.
- Works with the Board and Committees to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Keeps informed of developments in Effluent Treatment and Solid Waste Management

3. Management and administration

- Provides general oversight of all Company activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains and supports quality staff and volunteers. Assures process for selecting, development, motivating, and evaluating staff and volunteers.



- Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Specifies accountabilities for management personnel and evaluates performance regularly.
- Review financial and non-financial reports to devise solutions or improvements
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Analyse problematic situations and occurrences and provide solutions to ensure company survival and growth

4. Financial Management

- Routine billing, recovery and revenue generation through a network of monitoring team and ensuring regulatory compliance by member industries.
- Managing the organisation's financial and other reporting mechanisms, and control and monitoring systems, to ensure that these mechanisms and systems capture all relevant material information on a timely basis, are functioning effectively and are founded on a sound basis of prudential risk management;
- Ensuring financial activities are managed within agreed budgets and informing the board in a timely manner should the CEO become aware of any material adverse movements to the budget;
- Oversee the company's fiscal activity, including budgeting, reporting, and auditing.
- Ensures the timely submission of month-end financial and operational reviews, contributes to the development of and participation in corporate-wide strategic planning efforts.
- Monitors company performance by measuring and analysing results, initiating corrective actions, and minimizing the impact of variances.
- Communicates circumstances and events of operations to officers, managers and other appropriate people to keep all apprised.
- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.

The CEO is also expected at all times to behave with integrity and conducting him/herself:



- Consistent with the organisation's code of conduct/values;
- In such a manner so as not to bring the organisation into disrepute or disrespect.

Key Performance Weightage:

1. Technical	:	40%
2. Legal Compliance	:	15%
3. Policy, Planning & Governance	:	20%
4. Management and Administration	:	15%
5. Financial Management	:	10%

Requirements:

- Master Degree in Environment Engineering with Bachelor Degree in Chemical / Civil. Doctorate Degree Preferable.
- Experience in a senior management position.
- On-hand experience & technical knowledge of around 10-15 Years in the area of effluent treatment for individual ETP & CETPs and solid waste management.
- Should possess reasonably good knowledge of environmental laws, working of Central Pollution Control Board/Gujarat Pollution Control Board, legal requirements for effluent treatment and disposal
- Knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting.
- Proficient in the use of MS Office suite
- Ability to strategize and solve problems
- Ability to understand new issues quickly and make wise decisions also to work under pressure, plan personal workload effectively and delegate
- Strong leadership, negotiation and organizational skills
- Excellent communication and people skills



VAPI GREEN ENVIRO LIMITED

Formerly known as Vapi Waste & Effluent Mgt. Co. Ltd.

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Candidate will need to relocate to Vapi (South Gujarat). Pay package is not constraint for the right candidate (negotiable). Interested candidates are requested to send or e-mail their resumes latest by 20/09/2020 at below mentioned address:

To,
HR Department,
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