



JOB DESCRIPTION FORM

Job Title: CIF M&S SSC – Subject Matter Expert – Power and Utilities.

(CIF – Commodities, Industry & Facilities division of Bureau Veritas; M&S – Marketing & Sales, SSC - Shared Service Center)

Entity: Bureau Veritas Industrial Services (India) Private Limited

Location: Mumbai

Reports to (job): General Manager – Marketing and Sales

➤ Purpose of Position

- The job incumbent is responsible for Contributing the expert understanding and guidance to the Industry & Facilities Businesses, particularly in the strategic markets & initiatives in Power and Utility (P&U) business
- He / she perform the job within the framework of the BV Quality Assurance System, the Code of Ethics and the BV Group policies.

➤ To Provide subject matter inputs to the GSRC, Mumbai team in terms of

- Author and maintain a library of technical proposal modules (Scope, technical service description, work methodology, related procedures)
- Optimization of reference data base through regular review and addition of technical information (incl. setting of key words and tagging)
- Support of reference data queries through technical review

➤ Roles & Responsibilities for HSE

- Must comply the BV Cardinal Safety Rules in all situations.
- To comply company HSE requirements e.g. policies, Procedures, guidelines etc. and local legal requirements on HSE as applicable
- To take care of own health and safety as well as colleagues and others.
- Immediate reporting of any shortcomings on HSE i.e. any incident, unsafe work practices / conditions to his/her immediate Line Managers.
- Sharing opportunities for improvement on HSE aspects

➤ Criteria for Performance Evaluation (KPIs)

QUALITATIVE:

- Enablement of GSRC team to respond to complex and large tender opportunities
- First time through technical proposals

➤ Qualification and Experience

- Any Graduate Engineer (**Mechanical / Electrical technical background**) from any recognized University.
- At least 10-15 years of experience in technical areas of operations and business development.
- Experience in professional services industry is preferred.
- Solid proposal preparation writing in the power sector (**conventional energy and renewable energy / industry and grids**).
- Detailed understanding of TIC (Testing, Inspection & Certification) services

➤ Skills & Qualities:

- Strong skills of writing Technical Proposals. Attention to details to author the document.
- Excellent communication skills in English – oral and written
- Coordination and influencing skills
- Dedication to detail – Self Starter Striving for Excellence

Page 1	JD Approved by : Joerg GMEINBAUER	Business Line: CIF
	JD Approval Date: 16 th Jan. 2020	Prepared by: Avinash SANKHE / Ravi VERMA
	Reference : SME-GSRC Project	Ref.Code/Rev: SME/JDF/Dec.2019/R1