

## **Terms of Reference: Senior Manager – Port (JL-10)**

### **1. Introduction**

This document outlines the Terms of Reference (ToR) for the role of Senior Manager - Port (JL-10) within Assam Inland Waterways Company Limited (AIWCL). The Senior Manager - Port is responsible for the day-to-day operations of AIWCL's port facilities, ensuring efficient management of cargo and passenger services.

### **2. Position Overview**

The Senior Manager - Port reports to the Deputy General Manager (DGM) - Operations and is responsible for overseeing port operations, managing resources, and ensuring compliance with safety and regulatory standards.

### **3. Responsibilities**

The Senior Manager - Port's responsibilities include, but are not limited to:

- Port Operations: Overseeing the efficient operation of AIWCL ports, including cargo handling, passenger services, and berthing management.
- Resource Management: Managing port resources, including staff, equipment, and facilities, to ensure smooth operations.
- Safety Compliance: Ensuring adherence to safety protocols and regulatory requirements to maintain the highest standards of safety.
- Maintenance Oversight: Coordinating maintenance activities for port infrastructure, equipment, and facilities.
- Reporting: Providing regular updates to the DGM on port performance, maintenance schedules, and operational issues.

### **4. Qualifications and Experience**

The ideal candidate for the Senior Manager - Port should possess the following qualifications and experience:

- A bachelor's degree in Port Management, Logistics, or a related field. A master's degree in maritime studies is preferred.
- At least 8 years of experience in port management, with 3-5 years in a supervisory role.
- Strong knowledge of port operations, safety regulations, and logistics management.
- Excellent leadership and organizational skills, with experience managing cross-functional teams.

- Ex navy/ coast guard sailor is preferred

## **5. Reporting**

The Senior Manager - Port will report to the DGM - Operations and provide regular updates on port operations, safety compliance, and resource management.

## **6. Performance Evaluation**

The Senior Manager's performance will be evaluated based on port efficiency, adherence to safety standards, and operational performance. Performance reviews will be conducted annually by the DGM.

## **7. Confidentiality**

The Senior Manager will maintain confidentiality regarding all port data, safety records, and sensitive company information in accordance with AIWCL's policies.

## **8. Amendment of Terms**

These Terms of Reference may be amended by mutual agreement between the Senior Manager and the DGM.

## **9. Acceptance**

By accepting the position of Senior Manager - Port, the individual acknowledges that they have read and understood these Terms of Reference and agree to fulfill the responsibilities outlined herein.

## **10. Effective Date**

These Terms of Reference are effective as of [Effective Date] and shall remain in effect until amended or terminated in accordance with Section 8.