

Terms of Reference (TOR) – General Manager, Assam Inland Waterways Company Limited [AIWCL]

Background

Assam Inland Waterways Company Ltd [AIWCL] is formed under Indian Company's Act 2013. The company is mandated to establish, maintain and operate cost-effective water transportation services, including river cruises and cargo besides developing and maintaining all-weather terminals, passenger ferry services etc. The new company AIWCL would have to invest in technology and modern procedures to realize its tangible Goals in the form of Mission and Objectives.

Objectives of AIWCL

- To purchase, acquire, charter, hire ferries, boats, barges, or vessels of any class or description with all types of engines including electric engines running on renewable sources of energy and green modes of energy, equipment and furniture.
- To establish, maintain and operate cost effective transportation services by water within Assam including river cruises, for the conveyance of passengers, livestock, vehicles, and cargo.
- To establish, maintain and operate lines or regular services of ships and vessels.
- To conceptualise, design, develop, establish, build, construct, administer all weather multi-purpose ports, passenger terminals, jetties, Ro-Ro jetties, floating docks, landing stations, storm shelters, slipways, dry docks, storage tanks, warehouses for handling shipments including livestock, vehicles and project and bulk cargo.
- To build, construct, purchase lease or otherwise acquire land, buildings, offices, yards, stores, warehouses, roads, walkways, trestles, piers and any other premises or property incidental to, or necessary or convenient for the conduct of the Company's business.
- To create, construct, own, operate, service shops, mechanical, electrical, instrumentation and maintenance, storage, and related facilities in the ports.
- To buy, acquire, sell, manufacture, repair, convert, alter, take on hire, let on hire and deal in machinery, plant, equipment, pontoons, cranes, works, implements, tools, rolling stock, goods, and things of any description required in connection with the aforesaid businesses.

Core Functions of AIWCL

- Management of AIWCL for safe and sustainable operations of Ferry and Cargo services.
- Coordination with administration part of Government, for timely management of issues.
- Efficient management of Operations, Maintenance & Management of Ports and Terminals.

Objectives of the Assignment

- General Manager should be an experienced professional with sector specific expertise who should be able to manage and grow AIWCL sustainably, financially, systematically and integrate AIWCL with existing transport ecosystem in general and inland waterways ecosystem in particular.
- The General Manager would be based out of Guwahati, Assam but would have to travel as and when required for AIWCL work, within Assam and occasionally as mandated by AIWTDS/ GOA outside Assam.

Job Description

- General Manager [GM] of AIWCL shall be a key management person.
- GM shall be directly reporting to the CEO for efficient, safe, and sustainable functioning of AIWCL.

- The Board of Directors of AIWCL will be the appointing authority of the General Manager after following due procedures of recruitment.
- GM shall oversee the efficient functioning of the Administration, Operations & Maintenance and undertake necessary improvements.

Qualification, Age & Experience

- General Manager should be a qualified Graduate, preferably with an engineering degree and post-graduation in Management or Master Mariner or Inland-Waterways related qualification.
- Age – Not more than 50 years as on the date of Application.
- Completed 20 years of service in any department of Marine or Inland waterways on the operations side.
- Having experience in commercial and marketing with experience in public relations is desirable.

Key Responsibility areas: - Following shall be the key areas in which GM shall operate under the directions of CEO, ably assisted by officers and staffs so that Vision, Mission and Objectives of AIWCL are achieved.

- Prepare Strategic plan and budget for vessel operations and maintenance.
- Managing and evaluating Human Resources of all Contractual and Outsourced staff.
- Organize and co-ordinate the Training and Skilling of new inductees and in-service persons.
- Contracts for new, renewals and terminating old contracts which are not feasible or viable.
- Coordinate & manage all financial functions related to Budgets, Loans, Investments, Tax, Audit & Accounting.
- Strategy for promotion of Business Development plan and marketing arrangements,
- Explore opportunities for involvement of Private Entrepreneurs/ Ventures for Ferry & Cargo Operations and Maintenance.
- Administering the new Infrastructure developments and maintenance.
- Ensure efficient and safety of operations & maintenance of Terminals
- Co-ordinate and take adequate steps for Pollution Prevention, Control & Mitigation.
- Operations of Ferry Crafts and Cargo vessels.
- Ticketing & Revenue collection from Ferry and Cargo operations.
- River Hydrographic Surveys, Buoys laying/ maintenance, and dredging requirements.
- Maintenance [repairs/ refurbishment/ refit/ upgrade/ upkeep] of all Ferry Crafts, Cargo Vessels, and Dredging Navigation systems.
- Maintenance of Terminals, Warehouses, Buildings, Slipways, Dry Docks, Workshops etc.
- Oversees all administration, documentation, and required co-ordination with regulatory and DIWT department functioning's.

Remuneration:

General Manager shall be remunerated as per norms of AIWCL, as approved by Board of Directors of AIWCL. However, General Manager shall be paid a maximum consolidated remuneration of Rs 2,50,000/- [Rupees Two Lac Fifty Thousand only] per month.