

Group: Planning and Development
Designation: General Manager
Location: Palanpur
Job Responsibilities
<ul style="list-style-type: none">• Directly and through subordinate managers, plan, organize, direct, control, and review the operations of the department;• coordinate the development, implementation, and evaluation of Organisational strategic plans;• Direct, advise and assist other division managers in a variety of areas such as development of operational plans, achievement of Board goals and priorities, organizational development, managerial effectiveness, and process improvement, by providing policy direction, technical assistance, managerial expertise, advice, and counsel.• Oversee daily operations of the business unit or organization.• Ensure the creation and implementation of a strategy designed to grow the business.• Coordinate the development of key performance goals for functions and direct reports.• Implement policies and procedures related to the effective administration of the department;• Provide direct management of key functional managers and executives in the business unit.• Ensure the development of tactical programs to pursue targeted goals and objectives.• Ensure the overall delivery and quality of the unit's offerings to customers.• Engage in key or targeted customer activities.• Oversee key hiring and talent development programs.• Evaluate and decide upon key investments in equipment, infrastructure, and talent.• Ensure that departmental programs operate in the most effective and efficient manner by facilitating and coordinating inter-divisional issues and projects;• Implement and oversee process analysis and improvement;• Mediate interdivisional disputes; ensure that adequate internal communication exists to avoid conflicts and misunderstandings and to improve the department's effectiveness;• Implement and manage automated project tracking systems, geographic information systems, complaint tracking systems, and other systems and processes to improve departmental as well as Organisational effectiveness;.• Ensure that directions by the Board of Directors & Managing Director are carried out and that Organisational policies, rules, regulations, and operating programs are implemented;• Supervise the review of Board agenda items and the preparation of departmental recommendations on such items; policies, and priorities in public workshops, and the media, as and when required.• Conduct managerial and organizational reviews and studies;• Review departmental organizational structure and recommend reassignments or consolidations of functions, as appropriate; monitor and

evaluate division budgets, expenditures, and revenues; prepare reports and other information for Board members, Government and the regulatory authorities.

- Communicate strategy and results to the unit's employees.
- Report key results to corporate officers.
- Engage with corporate officers in broader organizational strategic planning.
- Any other task assigned by Management.

Technical Skills

- Principles of management analysis, organizational design and development, and process analysis and improvement;
- Current management theory and practices; principles and practices of project planning and management, employee supervision, performance management, affirmative action, and staff development;
- Principles and methods of conflict resolution; negotiation methods; team-building techniques;
- Principles and practices of performance-based budgeting, program management, contract administration, and customer service; geographic information systems;
- Principles and practices of community and regional planning as applied to diverse areas of widely varying size, terrain, population density, and use; state and federal laws pertaining to planning, environmental review;

General Management Skills

- **Strategic planning skills:**Ensure the development and implementation of a clear strategic plan for an organization or business unit.
- **Financial planning skills:** Responsible for looking at the future of the business and making key investments and investment recommendations.
- **Interpersonal skills:**Support the development of a healthy internal culture that retains key employees and encourages their professional development.
- **Leadership skills:**Leading entire business units or divisions of an organization.

Job Specifications

Educational Qualification:

Bachelor's degree in Mechanical/Food Engineering or Dairy/Food Technology or Agriculture/Veterinary Sciences, with a post graduate Management degree in Agri-business/Rural Development/Planning/Business Administration.

Experience:

- 12-15 years of post-qualification relevant experience.