

Terms of Reference (TOR) for Incharge- Petroleum Division

Position: Incharge- Petroleum Division

1. Introduction

The Incharge- FRO Petroleum Division will play a pivotal role in overseeing and coordinating various activities within the Petroleum Division of our organization. This position requires a highly skilled and motivated individual with a deep understanding of the petroleum industry, regulations, and operations. The Incharge will report directly to the Dy. Manager, Manager and General Manager of the Petroleum Division and collaborate closely with other departments to ensure the successful execution of projects and tasks related to petroleum operations.

2. Responsibilities and Duties

Petroleum Operations Management: Oversee and manage day-to-day petroleum operations, including the procurement, storage, distribution, and quality control of petroleum products.

Regulatory Compliance: Ensure strict adherence to all relevant regulations, safety standards, and environmental policies governing petroleum operations.

Supply Chain Coordination: Manage the supply chain of petroleum products, including coordination with suppliers, transporters, and distributors, to ensure smooth and timely delivery.

Inventory Management: Monitor and maintain adequate stock levels of petroleum products to meet demand and prevent shortages/losses.

Quality Control: Implement and monitor quality control measures to ensure the consistency and purity of petroleum products.

Budgeting and Cost Control: Collaborate with the finance department to develop and manage budgets for petroleum operations, ensuring efficient utilization of resources and cost control.

Reporting and Documentation: Prepare regular reports on petroleum operations, including stock levels, consumption, and financial performance. Maintain accurate and up-to-date documentation of all activities within the division.

Team Leadership: Provide effective leadership to the petroleum division team, fostering a collaborative and result-oriented work environment.

Safety Measures: Implement and enforce safety protocols and guidelines to ensure the well-being of personnel and prevent accidents during petroleum

operations.

Continuous Improvement: Identify opportunities for process improvement, cost reduction, and operational efficiency enhancement within the petroleum division.

Customer Relations: Foster strong relationships with clients, addressing their concerns and ensuring high-quality customer service.

3. Qualifications and Experience

- ✓ Class 12 pass.
- ✓ At least 1 year of relevant experience in the related field with demonstrated experience in operations management.
- ✓ Strong knowledge of Finance/Account regulations, safety standards, and environmental compliance.
- ✓ Excellent leadership and team management skills, with a track record of motivating and developing team members.
- ✓ Proficiency in data analysis, budgeting, and reporting.
- ✓ Effective communication and interpersonal skills.

4. Reporting

The Incharge will report directly to the General Manager/Manager/Dy. Manager of the Petroleum Division.

5. Duration and Probation

The services will be in a regular with a probationary period of **3 months**. Upon satisfactory the probation period, the service may be regularized.

6. Location

The position is based at FRO and may require occasional travel to project sites or external meetings and transfer based on requirement of other Department/Division/Unit.

7. Remuneration

The remuneration and benefits for this position will be commensurate with qualifications and experience, following the organization's SRR.

8. Code of Conduct

The Incharge- Petroleum Division is expected to adhere to the organization's code of conduct and maintain the highest level of professionalism and ethical standards and as mentioned in SRR.

9. Confidentiality

The Incharge- Petroleum Division shall maintain strict confidentiality regarding sensitive information related to the organization's operations, clients, and other confidential matters and as mentioned in SRR.

10. Amendments

These Terms of Reference are subject to amendments or revisions as required by the organization.

11. Approval

These Terms of Reference are approved by General Manager, Petroleum Division.

Please note that specific details such as the organization's name, location, and other relevant information should be filled in as appropriate. Additionally, ensure that the document complies with any relevant internal or legal requirements of the organization.