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| **Name** |  |
| **Designation** | **Head of Engineering** / Muhandislik bo’limi boshlig’i |
| **Department** | **Engineering/** Muhandislik |

**Job Description/** Ish tavsifi

1. **Directs and oversees implementation of the work plan, day to day activities and projects in plant/** Zavoddagi ish rejasi, kundalik tadbirlar va loyihalarning bajarilishini boshqaradi va nazorat qiladi.
2. **Evaluate plant Plant Services operations on on-going basis; recommend change to ensure efficient results. Shall ensure servicing clean utilities like PW, WFI, PSG and black utilities like N2, Compressed air , Boiler steam to run continuous production without disruption,/** O'simlikni baholangZavod xizmatlarining uzluksiz ishlashi; samarali natijalarni ta'minlash uchun o'zgartirishni tavsiya eting. PW, WFI, PSG kabi toza kommunal xizmatlarga va N2, siqilgan havo, qozon bug'i kabi qora yordamchi dasturlarga uzluksiz ishlab chiqarishni ta'minlashi kerak.
3. **Develops, plans, implements and reviews departmental goals/** Bo'lim maqsadlarini ishlab chiqadi, rejalashtiradi, amalga oshiradi va ko'rib chiqadi.
4. **Provides inputs or develops SOPs, reviews documents and procedures, WI and drawings, equipment specifications/** SOPlarni kiritadi yoki ishlab chiqadi, hujjatlar va protseduralarni, WI va chizmalarni, uskunaning spetsifikatsiyalarini ko'rib chiqadi.
5. **Follow and ensure respective entry & exit procedures for production, stores & laboratory area./** Ishlab chiqarish, do'konlar va laboratoriya maydoni uchun tegishli kirish va chiqish tartiblariga rioya qiling va ta'minlang.
6. **Participate in internal and external audit, provide responses to audit observations, plan CAPA and ensure closure/** Ichki va tashqi auditda ishtirok eting, audit kuzatuvlariga javob bering, CAPAni rejalashtiring va yopilishini ta'minlang.
7. **Ensure/Provide justification of capital expenditure for any new projects in view of energy conservation/** Energiyani tejash nuqtai nazaridan har qanday yangi loyihalar uchun kapital xarajatlarning asoslanishini ta'minlash/ta'minlash.
8. **Reviews and evaluates projects in progress, contract compliance. Identify and propose new instruments, monitoring methods and up gradation projects/** Amalga oshirilayotgan loyihalarni ko'rib chiqadi va baholaydi, shartnomaga muvofiqligini. Yangi vositalarni, monitoring usullarini va bosqichma-bosqich loyihalarni aniqlash va taklif qilish.
9. **Ensure adequate availability of critical spares, budgets and resource availability to run continuous production without any disruption/** Hech qanday uzilishlarsiz uzluksiz ishlab chiqarishni amalga oshirish uchun muhim ehtiyot qismlar, byudjetlar va resurslarning etarli darajada mavjudligini ta'minlang.
10. **Review the master documents and service providers SOPs. Review qualification and validation protocols to QA for duly approval by QA./** Asosiy hujjatlar va xizmat ko'rsatuvchi provayderlarning SOPlarini ko'rib chiqing. QA tomonidan tegishli ravishda tasdiqlash uchun malaka va tekshirish protokollarini ko'rib chiqing.
11. **Responsible for Impact Assessment and proper disposition action of change control, deviations and CAPA. Ensure proper implementation of QMS in engineering department/** Ta'sirni baholash va o'zgarishlarni nazorat qilish, og'ishlar va CAPAni to'g'ri joylashtirish harakati uchun javobgar. Muhandislik bo'limida SMSning to'g'ri bajarilishini ta'minlash.
12. **Ensure implementation and adherence to EHS norms in overall plant operations to ensure people and machine safety/** Odamlar va mashinalar xavfsizligini ta'minlash uchun zavodning umumiy faoliyatida EHS me'yorlarini amalga oshirish va ularga rioya qilishni ta'minlash.
13. **Responsible for management and upkeep of Facilities, equipment’s and utilities of block** /Ob'ektlar, jihozlar va blokning kommunal xizmatlarini boshqarish va saqlash uchun javobgar.
14. **Ensure effective machine availability for processes. Ensure compliance to stipulated preventive maintenance plan/** Jarayonlar uchun samarali mashina mavjudligini ta'minlang. Belgilangan profilaktik ta'mirlash rejasiga muvofiqligini ta'minlash.
15. **Ensure adherence to approved Opex/Capex budget plans/** Tasdiqlangan Opex/Capex byudjet rejalariga rioya qilishni ta'minlash.
16. **Review monthly reports and ensure timely submission/** Oylik hisobotlarni ko'rib chiqing va o'z vaqtida taqdim etilishini ta'minlang.
17. **Assess training needs of team members and conduct training nominations for the team/** Tasdiqlangan Opex/Capex byudjet rejalariga rioya qilishni ta'minlash.
18. **Ensure compliance to current internal, regulatory and statutory regulations/** Tasdiqlangan Opex/Capex byudjet rejalariga rioya qilishni ta'minlash.
19. **Perform other duties as assigned by plant head/Director operations /** Zavod rahbari/direktori tomonidan berilgan boshqa vazifalarni bajarish.
20. **Shall schedule manpower based on work requirements in engineering and production and supervise them to provide required support and services shift schedule of operators, officers and shift increase to fulfill the production requirements. Daily allocation of manpower as per production plan on shop floor/** Muhandislik va ishlab chiqarishdagi ish talablari asosida ishchi kuchi jadvalini tuzadi va operatorlar, ofitserlar va ishlab chiqarish talablarini bajarish uchun smenalarni ko'paytirish uchun zarur bo'lgan yordam va xizmatlarni ta'minlash uchun ularni nazorat qiladi. Do'konda ishlab chiqarish rejasiga muvofiq kunlik ishchi kuchini taqsimlash.
21. **Responsible for implementation of documentation as per GDP norms in engineering department./** Muhandislik bo'limida YaIM me'yorlariga muvofiq hujjatlarni amalga oshirish uchun javobgar.