INDIGO - MANPOWER REQUISITION FORM

POSITION DETAILS

Date	
Requesting HOD	
Reporting Manager	
Function	**Emergency Response Management**
Sub Function	
Position Title	**Executive ERM**
Band (Only ONE BAND to be specified)	
No of positions required	**1**
Position based at	**GBP**
No. of reportees	
A. Please specify: **Budgeted/ Additional/ Replacement Position**	
A1. If Additional Position **(Reason)**	
A2. Is there any Org structure change **(If yes, please specify)**	
A3. If Replacement **(Name of the employee who Resigned)**	
A4. If replacement with a Band change **(Reason)**	

	Mandatory	**Desirable**
Educational Qualification	Graduation in any discipline with an aggregate of 65% and above.	B.Tech holder / Post Graduate in any discipline.
Professional Qualification/knowledge		Diploma in Aviation/related field. Or Trained in Emergency Management.
Work Experience - Relevant/ Total Years	At least 1 year experienced.	
IT skills	Proficiency in Excel, Microsoft and PowerPoint	
Additional / Specific Licenses Required (if any)		
Behavioral Competencies	Good communication skills, innovative, can work under pressure and works towards achieving results.	
Leadership Skills (Applicable for Manager & above)		
Others		

Job Description (to be pasted in a bulleted format)

1. Raising awareness of IndiGo regarding day-today aviation related emergency issues:
   – Recent air crashes to be regularly observed and updated.
   – Making informative flyers to be sent out regularly to make our staff more and more prepared.
   – Regularly maintaining and updating information on ERM portal dealing with –

   - ERP of every station
   - Key topics and related articles
   - Sharing recent aviation case studies and their response
   - FAC articles of every month.
   - Fire and evacuation module
   - ER Directory

2. Assist in revisions/amendments in the manual.

3.
   – Assist in conducting emergency drills and audits across IndiGo network.
   – Evaluate their response by stating areas of improvement and recommending key solutions.

4. Responsibilities to follow being a -:
   - 6e Marshal
   - Member of Crisis Information Desk

5. Record keeping of all documents.

APPROVALS

Functional Approver Name:	
Approval Date:	
HR Approver Name:	
Approval Date:	