

## **Terms of Reference (TOR)**

### **For the post of Additional Program Manager in PMU –Guwahati of AUIIP.**

**1. Brief about AUIIP**

The Assam Urban Infrastructure Investment Program (AUIIP), the Program, funded by Asian Development Bank (ADB), is a key urban infrastructure initiative of the Government of Assam (GoA) in the cities of Guwahati and Dibrugarh, through the South East Guwahati Water Supply Scheme in Guwahati and DTP Drain & Solid Waste Management projects in Dibrugarh. AUIIP consist of Program Management Unit (PMU) which manages and implements its projects through two Project Implementation Units (PIUs) each in Guwahati & Dibrugarh.

**2. No. of Positions : 01 (One)**

Project Director, AUIIP intends to recruit and fill the vacant position of one Additional Program Manager in AUIIP.

**3. Place of Posting: Project Management Unit (PMU) in Guwahati of AUIIP.**

**4. Age ,Qualification, Experience & Skills:**

I. **Age:** Applicant should not be more than 60 years as on 30.06.2019.

II. **Educational Qualification:** Full time B.E./B.Tech Graduate in Civil Engineering from any recognized University or AICTE affiliated Institution. Candidates having post graduate degree in Civil Engineering from any recognized University or AICTE affiliated Institution would have an added advantage.

III. **Working Experience:** Minimum 10 years of professional experience in supervision of civil works Experience in water-supply or sewerage or sanitation is desired.

IV. **Computer Skills:** Must have proficiency in the use of internet application, MS Word, MS Excel & MS Power point.

**V. Working Skills:**

- Knowledge of CVC/ FIDIC guidelines under contract management & procurement .
- Knowledge of preparation of project's cost estimate, DPR, Bid Document is preferred.
- Fluency in English, Hindi and Assamese is a must.

## 5. **Major Responsibility of the position:**

- I. Assisting Program Manager in processing all approvals related to design, drawings, surveys, investigation, BOQ, Bid Document etc. with the support of Engineers in PMU.
- II. Assisting the Program Manager for overall coordination, budgeting, procurement, tendering, quality control, all file processes etc.
- III. Coordinating of all construction activities with Engineers of PIU.
- IV. Final Reviewing of all technical reports, construction schedule, construction drawings, project implementation schedule, monthly & quarterly progress report, contract completion report, project completion report with help of PMU Engineers.
- V. Reviewing of contractor's submittals such as work program, method statements, EMP, occupational health and safety management plans etc.
- VI. Adhering to project schedule and suggest corrective measures wherever required.
- VII. Responsibility for passing of IPC billing from technical side.
- VIII. Ensuring reporting of construction activities in the proper format.
- IX. Any other responsibilities as entrusted by Project Director, AUIIP.

## 6. **Conditions of Contract :**

- I. **Duration of contract:** The tenure of Additional Program Manager (APM) is intended for entire duration of the project and co-terminus with the project period of AUIIP. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.
- II. **Remuneration and Payment terms:**
  - The employee will be entitled to a consolidated remuneration of Rs. 0.70 lacs to 1.20 lacs per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
  - Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the HR policy.
  - The provision of leave would be as per the HR policy.
- III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.