

Terms of Reference (TOR)

For the post of Environmental Specialist in PIU –Dibrugarh 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 Environmental Specialist in AUIIP.

3. Place of Posting: Project Implementation Unit (PIU) in Dibrugarh of AUIIP.

4. Age ,Qualification, Experience & Skills:

I. **Age:** Applicant should not be more than 45 years as on 30.06.2019

II. **Educational Qualification:** Full time Graduate in Environmental Science/ Environmental Engineering/Civil Engineering from a recognized University or AICTE affiliated Institution with more than 60% or equivalent marks.

Or Post Graduate Degree/Diploma in Ecology and Environment/ Environmental Science.

In case of Civil Engineering Graduate, Post Graduate Degree/Diploma in Ecology and Environment/ Environmental Science is a must

III. **Working Experience:** Minimum 06 years of professional experience with minimum 04 years of Experience as Environmental Expert. Working Experience in externally aided projects would be an aided advantage

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

V. Working Skills:

- Knowledge of Environment Rules & Regulations to be compiled at Construction site.
- Knowledge on Environment Health & Safety to be compiled at Construction site.
- Knowledge on drafting reports on Environmental Impact Assessment / Environmental Management Plan.

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

- I. Conduct surveys for Initial Environment Examination of subprojects.
- II. Preparation of Initial Environmental Examination (IEE), Environmental Management Plan, Environmental Appraisal Review Framework, Environmental Management Framework in accordance with ADBs safeguard policy.
- III. Obtaining of environmental clearances related to all projects under AUIIP.
- IV. Supervise and monitor the implementation of the environmental management plan.
- V. Monitor implementation of environmental standards and facilitate submission of monthly environmental monitoring reports.
- VI. The officer will ensure that the design engineers take into account safeguard issues and try to avoid or minimize environmental impacts through appropriate design.
- VII. Ensure all activities are in compliance with the policies of the government and ADB on environmental.
- VIII. Any other responsibilities as entrusted by Project Director, AUIIP.

6. **Conditions of Contract :**

- I. **Duration of contract:** The tenure of Environmental Specialist (ES) 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. 0.50 lacs - to Rs 1.00 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.