

Terms of Reference (TOR)

For the post of Financial Specialist in Project Management Unit (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 Financial Specialist 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 50 years as on 1st Jan, 2019.

II. **Educational Qualification:**

Should be Graduate in Commerce with M.Com/M.B.A Finance from a reputed University.

III. **Working Experience:**

- Total 07 years of experience in relevant field.
- And minimum 03 years of experience in medium/large size projects assisted/ funded by external agencies.

IV. **Working Skills:**

- Good social, analytical and planning skills.
- Knowledge of Government / international donor reporting requirements.
- Interpretation of accounting data into Management information and reporting.
- Advanced knowledge of operation of MS-Excel.

5. Major Responsibilities of the position:

- The major task will be to set up systems and procedure and assist PMU in managing and handling all financial and accounting related matters of the project.
- Responsibility for submission to the Government and ADB highlighting impediments to the quality and progress of the works and remedial action and also prepare periodic budgets for PMU & PIUs. The task will also include raising periodic financing request on behalf of PMU.
- Ensuring adequate compliance with accounting and audit procedures of the Government and ADB.
- Compiling project related financial activities along with State Accounting procedures.
- Developing corrective financial action plan.
- Preparing budget and cost reports for better management.
- Monitoring and reporting progress of all activities related to financial services to the PD and other relevant stakeholders.
- Various other jobs as and when directed by Project Director, AUIIP

6. **Conditions of Contract :**

- I. **Duration of contract:** The tenure of Financial Specialist 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. 0.60 lacs to Rs 1 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.