

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

### **For the post of 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 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 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 with post graduate degree in Construction Management or Degree/Diploma in Project Management.

III. **Working Experience:** Minimum 12 years of total professional experience out of which atleast 08 years of Experience in multi-sector public/engineering project is desired. Candidates having experience in project/program management in externally funded projects will be an added advantage.

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

**V. Working Skills:**

- Knowledge of project budgeting & procurement procedures.
- Knowledge of preparation of project's cost estimate, DPR, Bid Document..
- Knowledge of Multi-sector project management including environmental /social/ safety/ QA-QC compliances etc.
- Knowledge of institutional capacity & capacity building programs.
- Knowledge of public awareness/participation/consultation works.
- Candidates should possess managerial and good project management skills.

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

I. Responsibility for overall technical supervision and management and ensure timely completion of contracts, as per technical specifications and within budget.

- II. Reviewing all technical & other reports with the support of PMU staff and PIUs.
- III. Coordinating & supervising the work of all the staff of PMU, PIU & DMSC for smooth implementation of the project.
- IV. Monitoring performance of PMU, PIU & DMSC for the progress of the project.
- V. Ensuring achievement of yearly physical & financial targets of the projects and preparing works plans accordingly.
- VI. Interacting with Engineers to monitor progress of construction work and ensuring that the quality of construction and materials are tested as required
- VII. Finalizing and recommending approval of all surveys and investigations including geo-technical and other surveys.
- VIII. Recommending PD & APD for approval of design, drawing, specification, BOQ, cost Estimates and Bid Documents.
- IX. Reviewing and assessing current standards and procedures adopted by ADB.
- X. Evaluation of Bid and Finalizing contractors and carry out regular coordination.
- XI. Undertaking and reviewing technical analysis, conceptualize design for appropriate scheme improvements.
- XII. Manage Project review meeting for ongoing projects.
- XIII. Assisting Project Director & Addl. Project Director for all file matters, approvals and solving project related issues whenever required.
- XIV. Ensure overall compliance of all contract agreements including safeguards by observing strict vigilance to avoid time and budget overruns.
- XV. Any other responsibilities as entrusted by Project Director, AUIIP.

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

- I. **Duration of contract:** The tenure of Program Manager (PM) 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. 1.00 lakh – 1.60 lakh 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.