

## **Terms of Reference (TOR) & Application Procedure**

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

#### **1. Brief about AUIIP**

The Assam Urban Infrastructure Investment Program (AUIIP), 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 Office of AUIIP.**

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

I. **Age:** Applicant should not be more than 60 years as on 1<sup>st</sup> Feb, 2019.

II. **Educational Qualification:** M.E./M.Tech in Civil Engineering.

Or B.E/B.Tech in any Engineering branch with post graduation in Business Administration.

III. **Working Experience:** Minimum 15 years of total experience, with at least 12 years of Experience in multi-sector public /engineering project and at least 03 years of experience in project/program management on projects funded by external agencies or other international agencies.

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

#### **V. Working Skills:**

- Should demonstrate proven skills in project/program management.
- Strong skills in leadership and project coordination.
- 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.

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

1. Responsibility for overall technical supervision and management and ensure timely completion of contracts, as per technical specifications and within budget.
2. Reviewing all technical & other reports with the support of PMU staff and PIUs.
3. Coordinating & supervising the work of all the staff of PMU, PIU & DMSC for smooth implementation of the project.
4. Monitoring performance of PMU, PIU & DMSC for the progress of the project.
5. Ensuring achievement of yearly physical & financial targets of the projects and preparing works plans accordingly.
6. Interacting with Engineers to monitor progress of construction work and ensuring that the quality of construction and materials are tested as required
7. Finalizing and recommending approval of all surveys and investigations including geo-technical and other surveys.
8. Recommending Project Director & Addl. Project Director for approval of design, drawing, specification, BOQ, cost Estimates and Bid Documents.
9. Reviewing and assessing current standards and procedures adopted by ADB.
10. Evaluation of Bid and Finalizing contractors and carry out regular coordination.
11. Undertaking and reviewing technical analysis, conceptualize design for appropriate scheme improvements.
12. Manage Project review meeting for ongoing projects.
13. Assisting Project Director & Addl. Project Director for all file matters, approvals and solving project related issues whenever required.
14. Ensure overall compliance of all contract agreements including safeguards by observing strict vigilance to avoid time and budget overruns.
15. Assist Project Director & Addl. Project Director in any other works as and when directed.

## 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. 1.6lacs –Rs 1.8lacs (including performance linked incentives) 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.

## **7. Application Procedure:**

- I. Interested candidates shall submit application in the prescribed **Application Format at Annexure I.**
- II. The application form should be submitted along with the following document:
  - Copies of Pass certificates (Xth , XIIth , Graduation, Post Graduation)
  - Copies of work experience certificate ( including of the present job)
  - Copy of proof of Date of Birth
  - Copy of latest salary certificate.
- III. All the above certificates/documents submitted should be self attested.
- IV. The applicants should submit the application Form (Annexure I) and the documents mentioned at point 7(II) , along with a CV via email at [career.auiip@gmail.com](mailto:career.auiip@gmail.com) .
- V. The mail should be addressed to “The Project Director, AUIIP” and the subject of the mail should be written as “Application for the post of Program Manager.”
- VI. The last date of submission of the application form is latest by 5:00 P.M on 18<sup>th</sup> February, 2019.

## **8. Rejection of application & Selection Criteria :**

- I. Applicants not submitting application in the prescribed format at Annexure I shall be rejected.
- II. Applicants submitting incomplete Application Form shall be rejected
- III. Applicants not clearly mentioning the post applied for shall be rejected.
- IV. Applicants not producing any of the self attested documents specified in point no. 7 shall be rejected.
- V. Any application received after end date and time shall not be considered.
- VI. The list of shortlisted candidates shall be uploaded in the website <http://auiip.nic.in/> and an email of intimation confirming the date of interview shall be send to the shortlisted candidates.
- VII. Candidates should bring the original documents at the time of interview.
- VIII. Candidates having prior experience of working with externally/GOI aided/funded projects shall be preferred.
- IX. Relaxation in the terms & conditions shall be considered for deserving Candidates with good working experiences & knowledge as per the position.
- X. Screening and eligibility shall be solely decided by the selection committee in the oral/written interview , constituted for the purpose.