

Terms of Reference (TOR) & Application Procedure

For the post of Senior Technical Advisor 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 **Senior Technical Advisor** (STA) in AUIIP.

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

4. Age, Qualification, Experience & Skills:

4.1. Age: Applicant should not be more than 65 years.

4.2. Educational Qualification: Full time B.E. / B.Tech. Graduate in Civil Engineering from a recognized University or AICTE affiliated Institution with atleast 55% or equivalent marks. M.E/M.tech. in Civil Engineering or post graduation/ diploma in Construction Management or post graduation /diploma in Project Management is preferable.

4.3. Working Experience: Minimum 20 years of total experience in Central/State Government/ multi-sector public /engineering project with at least 5 years of experience in project/program management on projects funded by external agencies or other international agencies.

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

4.5. 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.

5. Major Responsibility of the position:

- 5.1. STA will be overall responsible for leading the technical team of AUIIP along with co-ordination among the various units of AUIIP (i.e. PMU & PIUs), GoA & GoI in terms of Technical, Co-ordination & administration.
- 5.2. Responsibility for overall technical supervision and management and ensure timely completion of contracts, as per technical specifications and within budget.
- 5.3. Reviewing all technical & other reports with the support of PMU staff and PIUs.
- 5.4. Ensuring achievement of yearly physical & financial targets of the projects and preparing works plans accordingly.
- 5.5. Interacting with Engineers/contractors to monitor progress of construction work and ensuring that the quality of construction and materials are tested as required
- 5.6. Finalizing and recommending approval of all surveys and investigations including geo-technical and other surveys.
- 5.7. Recommending PD & APD for approval of design, drawing, specification, BOQ, cost Estimates and Bid Documents.
- 5.8. Reviewing and assessing current standards and procedures adopted by ADB.
- 5.9. Evaluation of Bid and Finalizing contractors and carry out regular coordination.
- 5.10. Undertaking and reviewing technical analysis, conceptualize design for appropriate scheme improvements.
- 5.11. Manage Project review meeting for ongoing projects.
- 5.12. Assisting Project Director & Addl. Project Director for all file matters, approvals and solving project related issues whenever required.
- 5.13. Ensure overall compliance of all contract agreements including safeguards by observing strict vigilance to avoid time and budget overruns.

6. Conditions of Contract :

6.1. Duration of contract: The tenure of Senior Technical Advisor (STA) 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 position 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 position is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.

6.2. Remuneration and Payment terms:

- The employee will be entitled to a remuneration of **Rs.1,35,000/- - Rs.1,90,000/-** (minus the basic salary of pension received for retired Govt. Public sector employees) 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.

6.3. 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:

7.1. Interested candidates shall submit CV along with a application to the Project Director, AUIIP via email career.auiip@gmail.com.

7.2. The CV 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.

7.3. All the above certificates/documents submitted should be self attested.

7.4. Email id and phone no. should be mentioned in the CV.

7.5. The last date of submission of the application form is latest by 5:00 p.m. on 03.07. 2020.

8. Selection Procedure :

8.1. Applicants not producing any of the self attested documents specified in point no. 7 shall be rejected.

8.2. Any application received after end date and time shall not be considered.

8.3. The shortlisted candidates shall be intimated via email confirming the date of interview and venue.

8.4. Candidates should bring the original documents at the time of interview.

8.5. Candidates having prior experience of working with externally/GOI aided/funded projects shall be preferred.

8.6. A minimum relaxation in age and years of working experiences shall be given to the Candidates with good working experiences & knowledge as per the position.

8.7. Screening and eligibility shall be solely decided by the selection committee in the oral/written interview, constituted for the purpose.

9. Interview Procedures :

9.1. Due to the Covid –19 pandemic outbreaks only 4-5 candidates shall be called for interview at a time taking all the precautionary measures as to be followed.

9.2. It is mandatory for all the Candidates to wear mask while coming for the interview.

(Note: Point no.5 includes certain major roles only; employee may have to indulge in various other activities related to AUIIP as per the designation.)