

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

### **For the post of Chief Accounts Officer in Project Management Unit (PMU), Guwahati of Assam Urban Infrastructure Investment Program (AUIIP).**

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

The Assam Urban Infrastructure Investment Program (AUIIP) is a key urban infrastructure initiative of the Government of Assam (GoA) under Department of Housing and Urban Affairs. AUIIP in its first phase have completed construction of three reservoirs and Transmission pipelines under South East Guwahati Water Supply Scheme in Guwahati and Dibrugarh Town Protection (DTP) Drain & Solid Waste Management projects in Dibrugarh under ADB loan. Upcoming projects are in pipeline for AUIIP phase II for completion of South East Guwahati Water Supply Scheme which is to be financed by New Development Bank (NDB).

AUIIP consist of Program Management Unit (PMU) which presently 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 Chief Accounts Officer 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 65 years.

##### **II. Educational Qualification:**

Should be a full time Graduate in Commerce with M.Com/M.B.A Finance from a reputed University with atleast 55% or equivalent marks.

##### **III. Working Experience:**

- Minimum 15 years of experience in Accounts, budgeting procedures, taxation etc
- Retired FA/FAO from State Govt. /Central Govt. may also apply.
- Experience in medium/large size projects funded by external agencies shall be given preference.

##### **IV. Working Skills:**

- Good analytical and planning skills.
- Knowledge of Government / international donor reporting requirements.
- Interpretation of accounting data into Management information and reporting.
- Knowledge related to state budget, financial formalities of loan closing and initiation for EAPs.
- Knowledge of project budgeting & procurement procedures.

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

- Assisting the PD-AUIIP in the discharge of his financial responsibilities. Ensuring systems and procedures are in place for Financial Management.
- Maintaining properly the accounts of the transaction correctly and Compiling project related financial activities along with State Accounting procedures and funding agency.
- Dealing with all loan closure formalities of AUIIP and handling all financial initiations for upcoming loans from funding agencies, State and Department of Economic Affairs.
- Formulating proposals for expenditure consistent with programs adopted.
- Overall Strategic Guidance and Budgeting and ensuring Compliance with the Loan Covenants
- Supervising the day to day works of the budget & accounts sanctions in the office of the AUIIP.
- Consolidating payments/reimbursement request.
- Submission of Periodical Financing request to Department of Economic Affairs.
- Preparing budget and cost reports for better management.
- Imparting training to staff for maintenance of accounts and computation thereof. He will inspect accounts periodically and suggest actions and call for information from any authority as maybe required for preparation and sanction of annual accounts & processing of audit objection
- Liaising with CA for preparation of Accounts & tax returns as required per project guidelines and other rules.
- Any other duties as assigned by the PD from time to time

6. **Conditions of Contract :**

I. **Duration of contract:** The tenure of Chief Accounts Officer 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. 0.90 lakh to Rs 1.50 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.