

1. ToR for Human Resource & Admin Officer

Introduction:

Government of Assam in collaboration with Government of India and financing from World Bank has taken up a project entitled 'Assam Inland Water Transport' Project for modernization of the inland water sector of Assam by utilizing the potential of the Brahmaputra (NW-2) and the Barak (NW-16) and thereby connect Assam with the East Asian Nations. A Society in the name and style of 'Assam Inland Water Development Society' was formed on 18th October, 2016 to implement the World Bank funded Project.

Essential Qualification:

- Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development from any Govt. recognized University/Institutions.
- Related Trainings in the field of capacity building of institutions, training need assessment, and conducting trainings will be preferred;

Experience:

- Minimum 6 years of work experience in Human resource management in a reputed public/private sector agency.
- Computer Skills: Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts. Excellent computer and document processing skills.

Key Job Responsibilities:

Human Resource (HR) Responsibilities:

1. Recruitment, Selection & on boarding

- 1.1 Organise and carry out the recruitment process including placing of advertisements, conducting interview, selection process & formalizing documents for placements as per approved organization chart.
- 1.2 To undertake all required pre-employment checks, assisting with completing background investigation discussing with key officials of AIWTDS and documenting all records of employees.
- 1.3 To conduct induction program about project to new joinee's and issue ID cards.

2. Payroll Management & Appraisal

- 2.1 Ensure relevant information about staff's attendance is maintained and after necessary deductions as per HR policy, generate payroll report and give to finance department & follow up for payment release
- 2.2 Ensure performance appraisal process and provide assistance to HR & Admin Manager in performance review of the staff
- 2.3 Assist AIWTD Society in updating the HR Policy of the AIWTD Society as and when needed
- 2.4 Ensure positions in approved organization chart are filled in line with the TOR requirements
- 2.5 Ensure legal compliance are followed and adhered to the employment and labor laws.

3 Training & Capacity Building

- 3.1 Conducting training need assessment for the institutional capacity building including development and implementation various training programs, workshops, seminars using local, national and international training institutions. This shall also focus on the Project's need for capacity building for the implementation of the project works.
- 3.2 To prepare various reports on institutional development and specific to the AIWTD Project.
- 3.3 To liaise with identified agencies in development of course content and training programs aimed at capacity building.
- 3.4 On need basis assist the department in identification of additional training agencies. Preparation of training tools /systematic operation procedures/ guidelines for software based activities.
- 3.5 Any other responsibilities assigned by the authority

4 Administration:

- 4.1 Initiate and organize the Apex body and Executive authority meetings as per the Rules of Business of the Society
- 4.2 Responsible for Housekeeping, Security and Safety of office premises
- 4.3 Arrange for visitors facilitation, follow up for requirements/problems etc.
- 4.4 Any other responsibilities assigned by the authority

5. Age Criteria: Not more than 45 Years as on the date of application

Remuneration:

The monthly fixed remuneration will be Rs. 50,000 to Rs. 60,000/- per month or 30% hike on the existing remuneration whichever is less

Period of Service:

The contract shall be till 31st December, 2024 with a provision of further extension subject to extension of the project and satisfactory performance as assessed by the State Project Director, AIWTD Society.