



Advertisement for hiring of Specialists & Staff for Assam Inland Water Transport Development Society

The Additional State Project Director, AIWTD Society invites applications for the post of **Human Resource & Admin Manager (1), River Specialist/Hydrologist (1), IT Expert (1), Project Manager Technical (1), Monitoring & Evaluation Specialist (1), Marine/IWT Specialist (1), Junior Engineer(2)**, under the World Bank funded AIWT Project.

The Job Description and other details for the positions are given in the website <http://www.aiwtdsociety.in>. Candidates having requisite qualification, age and experience may apply in English language as per the prescribed CV format given in the website in a sealed envelope clearly marking as “**Application for..... (Name of the positions applied for)**” so as to reach the address given below on or before **05.00 PM of 9th December, 2019** along with a soft copy in the same format through email to dir.iwtds-as@gov.in before the deadline cited. Only the short-listed candidates will be called for an interview/test. Canvassing in any form will lead to disqualification and rejection.

Sd/- (Dhrubajyoti. Das, ACS)
Additional State Project Director, AIWTD Society
cum Director , IWT, Assam
Ulubari, Guwahati-781007, (Assam, India)
Tele:- 0361-2462677

1. ToR for Human Resource & Admin Manager

Essential Qualification:

Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development from any Govt. recognized University/Institutions.

Experience:

- Minimum 8 years of work experience in Human resource management in a senior position 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.
- Experience Preferred: Minimum 2years of work experience in the field of navigation/transportation

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 & onboarding

- 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 Communicate HR Policy of AIWTDS to new joinee's and salary negotiation and contract finalisation.
- 1.4 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 SPD 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 Keep track of contract dates for all staff, consultants and ensure timely renewal for same in discussion with AIWTDS management.
- 2.5 Processing promotions and terminations of the employees as per SPD/competent authority

instructions

- 2.6 Ensure positions in approved organization chart are filled in line with the TOR requirements
- 2.7 Ensure legal compliance are followed and adhered to the employment and labor laws.
- 2.8 Ensure maintaining personnel files of all staff and maintain electronic & hard copy of personnel record systems containing all Employment-related information including old employments records, personnel details, absence, holidays, starters and leaves, benefits etc.

3 Training & Capacity Building

- 3.2 To coordinate and organise trainings to the staff of DIWT and AIWTDS
- 3.3 To assist the Advisors in matters related to capacity building of the organizations of DIWT and AIWTDS, especially in Navigational skills.
- 3.4 Administering human resource development programs, conducting on-the-job trainings and evaluation of the effectiveness of training programs for the AIWTDS staff.
- 3.5 To provide all administration support in booking venues including liaising with course providers and Attendees and maintaining records.
- 3.6 Arrange travel accommodations and process expense forms, check all travel bills

4 Administration:

- 4.1 Responsible for Housekeeping, Security and Safety of office premises
- 4.2 Arrange for visitors facilitation, follow up for requirements/problems etc.
- 4.3 Any other responsibilities assigned by the authority

Remuneration:

The monthly fixed remuneration will be Rs. 60,000 per month.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

2. ToR for River Specialist/Hydrologist

Essential Qualification:

- Master's Degree in Hydrology

Experience:

Minimum of 5 years of experience in design and conduct of river bed surveys (bathymetric etc.), flow modelling and analysis

Key Job Responsibilities:

- Prepare and review all the reports, notes etc. related to the river flow characteristics, bank protection, navigation improvement techniques etc.
- Review technical studies and reports related the above mentioned subjects.
- Liaising with clients, consultants, water regulators, researchers, external bodies and other professionals
- Managing on-site data collection
- Keeping up to date with scientific and technical developments
- Prepare written reports and presentations of their findings
- Any other responsibilities assigned by the authority

Remuneration:

Indicative consolidated remuneration will be in the range of Rs. 120,000/- to Rs. 150,000/- per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

3. ToR for IT Expert

Essential Qualification:

- Bachelors in Information Technology (IT)/ BE (Computer Science), or related discipline
- Masters in IT will be preferred

Experience:

- Minimum 5 years of experience in management of IT Hardware and Software.
- Experience with Windows services, web technologies, web services
- Experience of developing applications
- Ability to work under tight deadlines, manage multi-task requirements, high attention to detail and a high degree of pro-activity and initiative;

Key Job Responsibilities:

- Responsible for setting up of maintenance IT hardware and software
- Resolve/Coordinate of IT related issues
- Control day to day ground level administrative issues on ground.
- Develop new strategies and IT procedures to increase efficiency, enhance workflow
- Coordinate the needs of in-house experts, employees, vendors and contractors
- Assist with the installation of new hardware and software and help train employees on its use
- Offer suggestions for possible upgrades and changes within the IT department
- DMS installation and look after of all data stored in it
- Monitor AIWTDS server access
- Operate and maintain the AIWTDS website
- To develop IT solution for integrated access for passengers to different modes of transport with a single unique authority of a nodal agency.
- Any other responsibilities as signed by the authority

Remuneration:

The monthly fixed remuneration will be Rs. 60,000 per month.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

4. TOR for the Post of 'Project Manager Technical'

Educational Qualification:

- Master degree in Civil Engineering/ Mechanical Engineering/Construction Management or related discipline

Experience:

- Minimum 10 years' experience of which majority of experience in project management of large scale infrastructure projects preferably transport.
- Experience in port infrastructure will be preferred.

Competencies Required:

- Good Knowledge of contract management, project planning, procurement administration, monitoring management techniques and technical evaluations
- Ability to establish and maintain good working relationships with internal and external stakeholders
- Good knowledge on river terminal planning and river surveys (typographical, hydrographical, and geotechnical investigations, hydrological and morphological modelling)
- Good understanding on design validation
- Skills in the management of handling data/deliverables
- Team management and leadership skills
- Strong analytical skills, presentation, communication and report writing skills.
- Other Skills and experiences: Computer proficiency in MS Word, Excel is essential

Key Job Responsibilities:

- Lead the technical team and project team and assist them and the management in day to day activities.
- Monitor the project deliverables and estimate the probability that it will complete successfully on or before the deadline.
- Identify anything that reduces the probability of successful completion prior to deadline.
- Identify anything that would increase the probability of successful completion prior to deadline.
- Timely updating management about criticality and mitigation measures.
- Implementing policies: Project Manager is responsible for implementing government policies and other policies related to construction.
- Maintain construction schedule: Project Manager is responsible for timely-finish of task according to schedule. He will distribute duties among staffs. Review the schedule weekly or monthly and take necessary steps if target is not achieved
- Quality Control: Project Manager is responsible for maintaining overall quality of a construction project. He will ensure the work is done as per standard construction procedures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manager, monitor, supervise and expedite the progress of the individual components under the project plan.
- Review management reports and assist project team on risk and issues mitigation measures.
- Timely review risk registers and issue log, participates in key risk management discussions and advise mitigation measures.

- Assist in developing & implementing best project management practices.
- Ensure change controls management process in place.
- Any other duties as may be assigned for the efficient and smooth execution of the project by AIWTDS.
- Assist in composing responses to client communication and reports
- Assist team in prioritizing the technical issues and identifying the problem at the root of several technical issues.
- Conduct periodical team meetings and assist team in resolving issues.
- Evaluate technical methods and alternatives suggested by the consultants.
- Any other duties assigned by the authority

Integrity: Unblemished during past service.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary is negotiable.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

5. TOR for the post of M & E Specialist

Essential Qualification:

Bachelors Degree in Engineering, Master's degree or equivalent, Professional certifications related to project management and related tools like primavera/MSP shall be an added advantage

Experience:

- Minimum 10years' experience in M&E of large scale transportation projects (projects including technical advisory, research and programme management), infrastructure projects.
- Experience of working with reputed infrastructure/management consulting firms.

Competencies Required:

- Excellent knowledge report evaluation and management techniques.
- Skills in the management of handling data/deliverables, including formulation of strategies, and development, implementation, monitoring and evaluation.
- Ability to establish and maintain good working relationships with government counterparts, consultants and development partners.
- Strong analytical skills and strategic thinking
- Good presentation, communication, advocacy, report writing and negotiation skills.
- Other Skills and experiences: Computer proficiency in Ms Word, Excel, and Power Point.

Key Job Responsibilities:

- Responsible for Providing technical inputs required for successful execution of the World Bank assisted Assam Inland water Transport Development project
- Review reports of technical studies/surveys prepared by appointed consultants and provide recommendations for improvements. Review of strategic, feasibility and safeguards studies for preparation of the project and its proposed investments.
- Monitoring, supervising and expediting the progress of the individual components under the project implementation plan.
- Review information dashboard / brief monthly progress reports to periodically appraise the project status (on procurement, construction, environmental and social management, etc.) and any existing/perceived issues that need to be resolved for successful and timely implementation of project.
- Provide technical inputs related to inland water transport during preparation of tender documents for construction.
- Maintain track of documents/versions/MOMs/communication and relevant letters related to consultant reports and make them available to the team when ever needed for ready references.
- Participate in review and evaluation of technical proposals submitted by consultants/contractors.
- Review and assist in preparation of TOR (terms of references) for the necessary assignments.
- Any other duties assigned by the authority.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

Remuneration:

Indicative consolidated remuneration will be in the range of Rs. 120,000/- to Rs. 150,000/- per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Exact remuneration payable will be determined as per HR Policy of AIWTDS.

6. TOR for Marine/IWT Specialist

Essential Qualification:

- Minimum Graduation in Marine Engineering from a recognized University/Institute.

Experience:

- 5years of experience as an Officer on board Merchant ships/coastal vessels, preferably on board Merchant Ship for more than 3 years or 8 years of experience on marine engineering aspects in inland water transport projects.

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.

Key Job Responsibilities:

Assist independent ship/vessel survey during survey work.

- Assess proposals of boat manufacturers and advise on technically and commercially viable vessel design that can be used, considering river characteristics.
- Conduct inspection study to analyse the existing condition of vessels from the perspective of passenger safety, operational performance and improvement of overall ferry service.
- Provide recommendations on upgradation works required to be compliant to applicable safety and operational regulations. This includes providing detailed technical requirements, cost estimates and estimated time for completion.
- To review the Marine Engineering specifications, drawings, diagrams and other technical submissions, submitted by bidders in accordance with the established procedures.
- Ensure all compliances during the conversion of the vessels and check that the work in the shipyards follows the approved drawings, specifications and complies with acceptable marine standards.
- To advise on various administrative and technical aspects of Shipyard Development, if any.
- Monitor and evaluate vessel modernization activities, ensure adherence to timelines and realization of project objectives.
- Developing and reviewing procedures, work instructions and guidelines for the Department to meet the requirements of World Bank to ensure effective and efficient customer service.
- Provide assistance for enhancing co-ordination during project planning & implementation.
- Co-ordination with other departments and agencies with reference to project objectives, related to marine expertise.
- Preparation of Terms of Reference (TOR) for design, testing, commissioning of boats/vessels, river taxis etc.
- Liaising with external agencies like IACS for ensuring safety of vessels.
- Planning of all operational issues related to movement and bunkering of vessels.
- Preparation of checklists/guidelines for planning & monitoring for work efficiently.
- Any other duties assigned by the authority.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 120,000 to Rs 150,000 per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTDS.

7. TOR for the Post of 'Junior Engineer'

Educational Qualification:

- Civil/ Mechanical Engineering Degree/Diploma from a recognized Institute

Experience:

- Minimum 3 years of experience of Project Management and good knowledge in project execution in large scale transport or infrastructure projects in Government/Semi-Government/Autonomous bodies/Private companies of repute
- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.
- Experience in World Bank/ Externally Aided Projects/ Govt. projects will be preferred.

Competencies Required:

- Working Skills: Knowledge of Methodology of Civil Works at site
- Knowledge of Technical Specification (Scope under Contracts) of civil works
- Knowledge of Quality Assurance & Quality Control of works under Scope of Contract during execution.
- Knowledge of CVC/ FIDIC guidelines is preferred

Key Job Responsibilities:

- Supervision of day to day construction works with measurements as per drawing.
- Monitoring contractor and checking of site register/site order book.
- Checking of works based on RFI (Request for Inspection) submitted by the contractors.
- Checking of co-ordinates, levels reinforcement, excavation, cut and fill works, shuttering, PCC, RCC works etc.
- Verification of quality control by checking results of cube test sample.
- Supervision of site works, pipe laying work with contractors and resolving of public grievance.
- Assist Project Manager Technical in all the site activities done. Performing other project related duties as assigned from time to time.
- Any other responsibilities as entrusted the authority.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 30,000 to Rs 45,000 per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially for a period of mini 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the AIWTD Society.

Annexure

FORMAT FOR SUBMISSION CV (SEP-2018) FOR SPECIALIST & SUPPORT STAFF OF AIWTD SOCIETY

1. Full Name :
2. Nationality:
3. Complete Permanent Address (attach a copy of evidence):
4. Police Station:
5. Current Address:
6. Telephone/ Mobile No.:
7. Email address:
8. Date of Birth (attach a copy of evidence):
9. Current Designation:
10. Current Employer's FULL Address with contact email and phone number:
11. Educational qualification (attach a copies of evidences):

Paste self attested Recent Passport Photo

Sl.	Examination	Year of Passing	Name of School/College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC/Class-X				
2.	HSSLC/Class-XII				
3.	Graduation in				
4.	Post graduation in				

12. Training details relevant to the position applied (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

13. Total Experience (in years) in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects,if any:
14. Experience (in years) in Government Projects,if any:
15. Languages known:
16. Computer proficiency (attach certificates):
17. Employment Record (Starting from the latest):

From: To: Employer: Position Held: Monthly Remuneration (attach copy of latest salary certificate): Summary of services provided:

Add boxes as required

18. Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
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Add boxes as required

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates should provide CV (not more than 8 pages) as per the above format, along with self attested copies of testimonials/certificates, evidencing that he/she is qualified to perform the services.

(Signature of Candidate)