

e-File no IWAI/JMVP/AG/PMU/20-21
PROJECT MANAGEMENT UNIT
(ARTH GANGA PROGRAMME OF JMVP)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports, Shipping & Waterways, Government of India)
Head Office: A-13, Sector-1, Noida-201 301

Inland Waterways Authority of India (IWAI) has set up a Project Management Unit (PMU) in the Head Office at Noida, Uttar Pradesh to assist in preparation, pre-appraisal activities and in execution of the Arth Ganga Programme of Jal Marg Vikas Project (JMVP).

IWAI is desirous of engaging the following vacant positions (5 nos.) in the PMU in the Head Office at Noida, Uttar Pradesh initially for a period of about two years and eleven months, extendable for further period of the Project as per requirement:

Sl. No	Location	Name of the Position	No of Posts	Consolidated Monthly Remuneration
1	Noida	Specialist (HR & GA)	1	Rs. 60,000/-
2	Noida	Specialist (Procurement)	1	Rs. 60,000/-
3	Noida	Specialist (Communication)	1	Rs. 60,000/-
4	Noida	Specialist (Marketing)	1	Rs. 60,000/-
5	Noida	Multi Task Staff	1	Rs. 18,000/-

2. Terms of References (ToRs) for the above positions are attached. The selected candidates shall be engaged purely on contract basis for the delivery of services. The professionals will be required to work on full-time basis and will not be permitted to take up any other assignment during the engagement in the PMU. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on similar projects.

3. The consolidated remuneration includes all taxes payable and no reimbursement will be made.

4. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experiences should be addressed to the Project Director (JMVP), INLAND WATERWAYS AUTHORITY OF INDIA, A-13, Sector-1, Noida-201301 and must reach in a sealed envelope at the above-mentioned address by post or by hand on or before 09th March 2021.

5. IWAI, reserves the right to accept or reject any or all applications and to cancel the applications under process at its discretion and the decision in this regard shall be final and binding.

Project Director (JMVP), IWAI

Terms of Reference for the position of Specialist (Human Resource and General Administration)

Sl. No.	Description	Requirement
A	Position	Specialist (Human Resources and General Administration)
B	No of Positions	01
C	Educational Background & Work Experience	<p>Graduate from a recognised University or Institute</p> <p>Experience: -</p> <p>(i) Officers, who held posts in the grades of Section Officer or Under Secretary or equivalent under the Central Government prior to their retirement from service; or Officers who held equivalent posts under the State Governments prior to their retirement from service; and</p> <p>(ii) Possessing the following experience/expertise: ·</p> <ul style="list-style-type: none"> • Expertise in preparation of Agenda Notes for Board meetings, SFC/EFC/DIB/PIB Memoranda, Note for Cabinet and its Committees. • Thorough knowledge of the rules, and regulations of the Central Government and processes and procedures prescribed by the Central Government with regard to recruitment, personnel management, administration, project management etc. • Experience of handling Parliament related matters. • Experience of handling RTI Matters. • Experience of handling court cases and legal issues • Proficiency in use of Computers. • Good communication skills in English and Hindi
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidates relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • Preparation of proposals for selection of Domain Experts and Support Staff. • Personnel management of the domain experts and contractual personnel in the PMU and PIUs. • Preparation of proposals for obtaining approvals of the Competent Authorities, including preparation of Agenda Notes for consideration of IWAI Board, PIB/DIB/SFC/ EFC Memoranda, Note for Cabinet and its Committees and all follow up action emanating from such proposals. • Provide administrative support for effective and efficient execution of the Project. • Timely preparation of prescribed reports and returns. • Maintenance and safe custody of records. • Procurement of stores for the PMU and their safe custody. • Any other duties as may be assigned by the competent authority from time to time

Flag-CTerms of Reference for the position of Specialist (Procurement)

Sl. No.	Description	Requirement
A	Position	Specialist (Procurement)
B	No of Positions	01
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Engineering Graduate preferably with MBA/Degree in Economics. • Experience: At least 2 years experience in engineering works of Infrastructure Projects (preferably waterway, irrigation, barrage, ports, or at least similar linear projects). • Knowledge/understanding of national/international markets for procurement. • Experience in procurement for large projects in transportation, waterways with World Bank Funding • Familiarity with the working of State Govts., Central Govt. and the World Bank. • Ability to understanding of technical drawings and sketches. • Proficiency in use of computers. • Good Communication Skills (in English and local language).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidates relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • This assignment will involve frequent travel to project corridors and other places for the purpose of procurement. The Specialist would be responsible for, but not limited to, the following activities and would report to the Project Coordinator on daily basis. • Preparation of ToR, bidding documents for hiring of Consultant for EIA, SA, EMP study. • Preparation of ToR, bidding documents for hiring of Consultant for preparation of Detailed Project Report including Market Study. • Assist in hiring of consultant and implementation agencies. • Co-ordination during site assessment etc. • Provide oversight and co-ordination during preparation of DPRs by the Consultants. • Compilation of data, report preparation and coordination with monitoring agencies. • General training of IWAI officials and contractors- class-room and on-site (including preparation of training material). • Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI. • Supervision and Monitoring for ensuring compliance of procurement process. • Monitoring and Documentation • Co-ordination with Other Departments and Agencies.

Flag-DTerms of Reference for the position of Specialist (Communication)

Sl. No.	Description	Requirement
A	Position	Specialist (Communication)
B	No of Positions	01
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate in Mass Communication/ Journalism/ Arts/ Commerce/ Science. • A Post Graduate Degree/Diploma in Mass Communication or Journalism from a recognized University or Institute. • Experience: At least two years' experience in Public Relations/Journalism in a reputed PR Agency/Newspaper. • Familiarity with issues related to Infrastructure, Transport, Land Acquisition Process, • Familiarity with local socio-economic and political environment. • Proficiency in use of computers. • Familiarity with the management of social media including Twitter, Facebook etc. • Good communication skills (in English and local language).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidates relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • This assignment may involve frequent travel to project corridors, affected villages, block/ district headquarters etc. Specialist (Communication Strategy) will liaise with local media for regular coverage on Arth Ganga Project, conduct consultations, organise workshop/sessions with stakeholders and assist the Project Coordinator (Arth Ganga) on daily basis. The Specialist would be responsible for, but not limited to, the following activities : • Help conceptualize and implement communication strategy. • Conduct consultations and organize workshop sessions with stakeholders. • Liaise with PIB, DAVP, local and national media on a regular basis. • Monitor local and national media on a daily basis. • Provide content on an on-going basis for IWAI/Arth Ganga website and social media channels. • Document on an on-going basis progress of the Project and its benefits. • Maintain detailed data base of media, NGOs, Central/State Government Ministries and officials. • Assist in disposal of applications received under Right to Information Act. • Any other duties as may be assigned for smooth and efficient execution of the Project.

Flag-ETerms of Reference for the position of Specialist (Marketing)

Sl. No.	Description	Requirement
A	Position	Specialist (Marketing)
B	No of Positions	01
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate with MBA • Experience: Minimum three years in logistics/market research for transportation sector for creation of infrastructure facilities. • Competencies: At least two years' experience in Public Relations/Journalism in a reputed PR Agency/Newspaper. • Familiarity with issues related to Infrastructure, Transport, Land Acquisition Process, • Familiarity with local socio-economic and political environment. • Proficiency in use of computers. • Familiarity with the management of social media including Twitter, Facebook etc. • Good communication skills (in English and local language).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidates relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • Assist the Domain Consultants engaged by IWAI in preparation of ToR and Bidding document for hiring of consultant. • Review the documents/reports submitted by various consultants and gap analysis according to respective contracts. • Facilitate transportation of goods through IWT mode. • Identify the problems/bottlenecks in transportation of cargo by IWT mode. • Collection and compilation of data, report preparation and co-ordination with the implementing agencies. • Monitoring and documentation of Project related activities. • Persuasion for modal shift and preparation of roadmap/market strategy to affect modal shift from road based transportation to inland water transportation and comparative economics for the same. • Preparation of status/monthly/quarterly reports for the IWAI and the World Bank on matters related to market study/logistics. • Preparation of compliance/completion reports of each phase. • Review of reports submitted by the contractors and supervision of consultants. • Co-ordination with other departments and agencies. • Any other duties as may be assigned for the efficient and smooth execution of the project by IWAI.

Terms of Reference for the position of Multi Task Staff (MTS)

Sl. No.	Description	Requirement
A	Position	Multi Task Staff (MTS)
B	No of Positions	01
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Matriculation from a recognized Board; • Driving license issued by the State RTO; • Knowledge of Typing, printing • Good communication skill in Hindi and understanding of English • Experience in following disciplines: - <ul style="list-style-type: none"> ○ Driving ○ Tea & Coffee making and Serving ○ Office Maintenance ○ Operation of Photocopy Machine, Fax, Telephone ○ Maintenance of Registers ○ Operation of Electrical Gadgets, fittings and fixtures ○ Dak and Dispatch Work
D	Age	Upto 35 years
E	Job Description	<ul style="list-style-type: none"> • Physical maintenance of records; • General cleanliness & upkeep of office, rooms; • Carrying of files and other papers, documents within the building • Delivering, collecting documents, dak, outside the building and city; • Photocopying, sending of FAX etc. • Other non-clerical work in office; • Assisting in routine office work like dairy, dispatch etc. Including on computer, typing addresses, etc. • Watch and ward duties; • Making and serving of tea, coffee, cleaning of utensils • Opening and closing of rooms; • Dusting of furniture etc. • Cleaning of building, fixture etc. Responding call bells of officers • Driving of vehicles, • Keep information confidential • Maintain discipline and obedience • Any other work assigned from time to time.