



**INLAND WATERWAYS AUTHORITY OF INDIA
(MINISTRY OF SHIPPING, GOVERNMENT OF INDIA)**

**Head Office : A-13, Sector-1, Noida-201301
Phone : 0120-2544036 & 2521724, Fax : 0120-2521764**

Brief Employment Notice No : IWAI/SRC/Contrctl.01/2017 Dated 14.6.2017

Engagement of one position each of Consultant (PR & Marketing), Sr. Consultant (Legal) and two (02) Sr. Consultant (HRD) on contract basis , for a period of two years at IWAI.

Inland Waterways Authority of India (IWAI) invites applications from eligible candidates for engagement in the position of Consultant (PR & Marketing), Sr. Consultant (Legal), Sr. Consultant (HRD) in the IWAI at its Head Office, Noida (U.P.) and Sr. Consultant (HRD) at its National Inland Navigation Institute (NINI) in Patna on purely contractual basis for the period of two years. The last date for receipt of applications is 15.07.2017.

For further details as regards eligibility, etc. please visit IWAI Website www.iwai.nic.in .

**Sd/-
SECRETARY**

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Further details as regards eligibility, responsibilities/duties, etc. of position wise contractual position are as under :

Post code: 01 Sr. Consultant (Legal) – 01 position

Key Responsibilities

- Provide advice on all legal matters within scope of legal specialty in compliance with applicable statutes, rules and regulations while minimizing liability and highlighting risks
- Review, negotiate and draft all contracts within scope of legal specialty
- Counsel management on the interpretation and application of contractual provisions to implement legal contracts.
- Represent and defend IWAI before judicial administration and governmental authorities in litigation matters, through external advocates, and/or acquiring registrations, licenses/permits
- Respond to queries or requests from Government entities.
- Organize the registration and/or the renewal of all IWAI licenses, permits, and memorandum of association.
- Recommend improvements to departmental policy and direct the implementation of procedures and controls covering all areas of Legal activity.
- Develop and review all legal documents drafted by, or sent to, IWAI.
- Set guidelines for non-binding agreements such as MOUs.
- Develop/review standard legal contracts such as employment contracts.
- Perform any other duties as determined by the IWAI.

Required Education, Experience and Skills

Education

- Bachelor degree in law

- LLM or equivalent is preferred

Experience

- A minimum of 10 years of legal experience in relevant industry, at least 5 years of which should have been in a supervisory position in a large setup.
- Strong understanding of legal requirements in Indian context.
- Officer having experience of working with Govt./PSU etc. will be preferred.

Competencies

- In depth knowledge of legal systems & structures
- Strong understanding and experience in all aspects of relevant legal area
- Skillful with business management, leadership, and strategic legal approaches
- Commercially aware and able to act in IWAI’s best interests
- Strong understanding of property rights and laws, contract negotiations, corporate law, and real estate law including construction
- Excellent communication and relationship management skills
- Sound understanding of legal ethics
- Skills in building and maintaining relationships with internal and external stakeholders
- Strong planning and organization skills
- Strong analytical skills
- Proficiency in Hindi and English languages.

Remuneration : Rs.1,00,000 (Rs One lac) per month

Post code : 02

Consultant (PR & Marketing) – 01 position

Key Responsibilities/Duties

- Study of objectives, promotional policies and needs of IWAI to develop public relations, strategies that influence public opinion or promote ideas, products and services,
- Keep vigil on the materials to be posted on social media viz. Facebook, Twitter, & Website, etc.
- Prepare or edit IWAI’s publications/Brochures/annual reports for internal and external audience, including employee newsletters and stakeholders' reports.
- Respond to requests for information from the media or designate another appropriate spokesperson for information at source.
- Plan and direct development and communication of informational programs to maintain favorable public and stakeholder perceptions of an IWAI’s accomplishments and agenda.
- Confer with production and support personnel to produce or coordinate production of

advertisements and promotions.

- Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for IWAI.

Required Education, Experience and Competencies; Remuneration

Education

Necessary :

- Bachelor degree in Mass Communication, Public Relation or Media

Desirable :

- MBA or Master's Degree in a closely related field would be desirable

Experience

- A minimum of 3 years of experience in corporate communications, preferably at a supervisory position in a large setup.
- Prior experience of working with industry is preferred
- Experience of working with Ministries / related projects is highly recommended

Competencies

- Proficiency in written and Spoken English.
- Excellent communication skills and presentation skills.
- Strong collaboration skills and ability to manage brand and /or organizations social presence across platforms
- Effective leadership skills
- Social networking and marketing knowledge.
- Commercially aware and able to act in organization's best interests
- Skills in building and maintaining relationships with internal and external stakeholders
- Strong interpersonal skills, Proficiency in Hindi and English languages.

Remuneration : Rs.60,000 (Rs Sixty thousand) per month

Post code : 03 **Sr. Consultant (HRD) - 02 position**

Key Responsibilities/Duties

- Define and coordinate curriculum design process
- Develop and review training evaluation process, templates, and online assessment tool
- Design, plan and manage the delivery of programs and training to address employees' skill-development needs

- Develop and establish a training system, policies, and processes
- Lead the identification of training needs in coordination with NINI and Head Office.
- Identify training resources and training plans and ensure core job skills and orientation training programs are in place
- Assist and plan for the setting up of the new institutes for the development of HR in the IWT sector.
- Assist in engagement with other reputed institution at the global for quality bench marking.

Required Education, Experience and Competencies ; Remuneration

Education

- Master in Business Administration, Human Resource Management, Engineering or in a closely related field such as economics, business, administration or industrial relations
- HR-related certificates (e.g., PHR, SPHR, etc.) is preferred

Experience

- Experience of working in a Training, Learning and Development position
- Experience of Teaching at University/Institute is preferred
- Experience in Inland Waterways, Indian Navy, Ports, Merchant Navy will preferred

Competencies

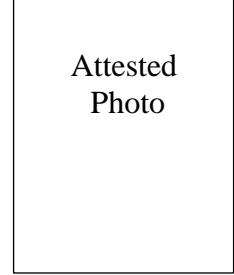
- Proven experience in developing comprehensive learning and development strategies and policies
- Existing relationships with key talent development partners/training institutes
- In depth knowledge of curriculum design best practices
- Thorough knowledge of the theory and practice of training and curriculum design is essential
- Strong conflict resolution/management skills
- Strong interpersonal skills, Strong computer skills
- Strong written and communication skills
- Great understanding of policies, procedures and work methods
- Excellent organization skills
- Proficiency in Hindi and English languages

Remuneration : Rs.1,00,000 (Rs One lac) per month

PROFORMA

APPLICATION FOR THE POSITION OF : _____ **(CONTRACTUAL)**
POSITION CODE : _____

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :
(with Pin Code, Telephone number & E-mail ID) :
4. Permanent Address :
5. (a) Date of birth (in Christian era) :
(copy of DOB certificate to be enclosed) :
(b) Age as on closing date of application :
6. Nationality :
7. Whether worked in any Central/State/UT/
Autonomous body/PSU/Port
Organization/Semi-Govt. with proof :
8. Educational/ Professional Qualification: (Starting from Matriculation or Equivalent onwards)



Sr. No.	Examination Passed	Year	Name of Board / University	Class/Division	% of marks	Main subjects
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9. Experience : (Including present employment)

Sr. No.	Name of Employer	Designation of the post held & nature of appointment	Pay scale/Salary (CDA/IDA)	Date of Joining	Date of leaving and reasons for leaving	Nature of duties performed
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10. Languages known :
11. Any other information such as experience, training, publication etc. in support of suitability for the post :
12. Preference of place of posting :

UNDERTAKING

13. I hereby solemnly declare that the information given above is true and correct to the best of my knowledge age belief.

Place:

Date:

SIGNATURE OF THE APPLICANT