

PROJECT MANAGEMENT UNIT
(World Bank Assisted Development Project for NW-1)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office: A-13, Sector-1, Noida-201 301
Phone :0120-2424536, 0120-2424540

Jal Marg Vikas Project (JMVP) for capacity augmentation of navigation on National Waterway-1 is being implemented with the technical assistance and investment support from the World Bank. The Project period is six years and the Inland Waterways Authority of India (IWAI) is the Implementing Agency.

2. A Project Management Unit (PMU) has been set up under the charge of a Project Director for preparation and pre-appraisal activities pertaining to the Project. Project Implementation Units (PIUs) have also been set up at Patna and Kolkata for field level management and monitoring of the Project activities. The PMU is desirous of engaging professionals for the PIUs at Patna and Kolkata, as per the details given below, on short-term basis for the project period, initially for a period of one year, extendable for further period of the Project as per requirement:

Sl.No.	Name of the Position	Place of posting	Number of positions
1	Accountant	PIU, Patna	01
2	Accountant	PIU, Kolkata	01

3. Terms of Reference (ToR) for the above positions are attached. This is not an employment, but only a consultancy for JMVP and for the Project period. The selected professional will be engaged on purely short-term contract basis for the delivery of services. The professional will be required to work on full-time basis and will not be permitted to take up any other assignment during the consultancy with the PMU/PMI.

4. The selected professional will be paid a consolidated monthly remuneration of ₹35,000/-. The consolidated remuneration includes all taxes liveable. Selections will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank Projects.

5. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Project Director, JMVP, and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 30th March, 2017.

6. The Project Director, JMVP reserves the right to accept or reject any or all applications and to cancel the applications under process at his discretion and his decision shall be final and binding.

Project Director

Terms of Reference for the position of Accountant in the Project Implementation Units at Patna and Kolkata.

(a) Qualification:

- (1) Essential:** Graduate in Commerce or CA Intermediate Pass with knowledge of Tally/other accounting software.
- (2) Desirable:** Post Graduate in Commerce.

(b) Experience:

- (1) Essential:** Minimum 3 years post qualification experience in Accounts and Finance in a reputed company.
- (2) Desirable:** Experience in working in a Government Organization/Office.

(c) Competencies:

1. Knowledge of Tally/any other accounting software.
2. Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents.
3. Familiarity with the working of State Governments, Central Government and the World Bank.
4. Computer skills including spreadsheet and work processing programs, and e-mail with proficiency.
5. Effective verbal and listening communication skills in (English and Hindi).
6. Excellent financial analysis skills
7. Knowledge of and ability to apply best practices of industry and accounting standards
8. Vigilant and details oriented with demonstrated skills in financial management.
9. Track record of achieving results in past employment in an accounting area.
10. Good at relationship building and strong interpersonal skills.
11. Advanced negotiation skills to deal with potential external and internal issues.

(d) Duties and Functions:

1. Maintaining financial information at PIU level, reporting the financial information to PMU in order to ensure organizational effectiveness and efficiency. Oversee all accounting and reporting functions including financial reporting, accounts, accounts receivable/payable for respective region/cluster of Jal Marg Vikas Project.
2. Drive the implementation of accounting and reporting processes, policies and tools.
3. Ensure the closing and reconciliation of accounts and prepare all financial reports.
4. Oversee execution of all accounting activities (general ledger, receivables, payables, invoicing etc.)
5. Ensure compliance to relevant accounting system.
6. Preparation of Annual Budget for the Project Implementation Unit (PIU)
7. Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting.
8. Preparation of financial statements at PIU level and send to Head Office (PMU) on quarterly/half yearly basis.
9. Ensure implementation of accounting policies and procedures and compliance with accounting policies and procedures. Financial Record Keeping and Documents Management i.e. manage the accounting books and ledgers of the Project.
10. Processing and scrutiny of Bills/Invoices for timely payments as per the terms and conditions of the Contract Agreement.
11. Manage inflow-logging and payment-processing (Corporate, Projects and Payroll etc.)
12. Assist in External/Internal Audits of Project.
13. Review forecast of costs and timelines based on changes in Projects.

14. Undertake financial analysis for Departments and cash flow forecasting.
15. Follow-up on receivables and oversee closing of payables.
16. Ensure reconciliation of bank accounts.
17. Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly.
18. Ensure protection and security of files and records.
19. Any other matter related with the project, as may be assigned by the PIU/PMU officials.
20. Oversee, manage and evaluate the performance of the General Service Team.
21. Assist in administration for regional sites for defining General Services Level Agreement (SLAs) with vendors for administration related services and ensure that they are strictly implemented.

22. Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process.
23. Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on various financial decisions as requested.
24. Liaise with travel agents for business-related travel services of employees, interviewed candidates, Head Office visitors, concerned officials from the Ministry etc.
25. Liaise with hotels for temporary accommodation of staff or accommodation of visitors and external consultants as per request from Regional Director, Resident Engineer and/or PMU.
26. Manage new employee housing requests and coordinate with external real estate agents, where required.
27. Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors.
28. Manage and monitor the executives/receptionists in office buildings.
29. Directly supervise the collection/distribution of internal and external mail to ensure appropriate coverage.
30. Plan and organize internal employee events as directed by Superiors.
31. Handle requests from Projects for utility services and trade licenses.
32. Ensure proper maintenance of Office.
33. Ensure timely payment of Office Bills.

(e) Key Performance Indicators:

1. Accuracy of financial statements (as reported by Internal/External Audit).
2. Financial impact of accounting related errors.
3. Timelines in generating reports.
4. Timelines in responding to auditor requests.
5. Employee satisfaction in administration and document control service.
6. Success of Administration Service Legal Agreements.
7. Update books of accounts at regular intervals.
8. Timelines of administration services for administration related jobs.

.....