

**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 - 201301

**Phone : 0120-2544004, Fax : 0120-2543976 website: www.iwai.nic.in**

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 for regulation and development of inland waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically National Waterways (NW).

World Bank has been requested to provide Technical Assistance and Investment Support for a Project for development of Haldia - Allahabad stretch of National Waterway-1 for navigation with least available depth (LAD) of 2.5 to 3.0 meters (Jal Marg Vikas). The Project will involve construction of permanent river training works, barrages, navigational locks, terminals for cargo handling, night navigation facilities, channel marking, dredging etc. IWAI is the Implementing Agency (IA).

A Project Management Unit (PMU) is being set-up to initiate institutional arrangements for preparation and pre-appraisal activities pertaining to the project. The PMU is desirous to engage following domain specialists/ consultants on short –term basis (initially for 1 year) for institutional strengthening and capacity development of PMU.

S. No.	Name of the Position	No. of Positions
1	Executive for Marketing and Business Development	1
2	Executive for Finance and Accounts	1
3	Executive for Civil Engineering	1

This is not an employment but an engagement only for a particular project and period. Persons would be engaged purely on short-term basis on contract for the delivery of services. Engaged executives will be paid a consolidated remuneration. Selection will be on academic qualification, merit and experience in the related field and working knowledge preferably on World Bank projects.

Interested individuals may obtain further information and TOR from the website [www.iwai.nic.in](http://www.iwai.nic.in). The curriculum vitae with credentials addressed to the Project Director, PMU must reach in a sealed envelope at the above mentioned address by post or by hand on or before 16 September 2014.

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

(Project Director)

## **CIVIL ENGINEERING EXECUTIVE FOR JAL MARG VIKAS (NW-1) PROJECT**

### **Qualification:**

1. Graduate in Civil Engineering from any recognized institution, or AMIE from Institution of Engineers (India)
2. Experience (minimum 3 years) in construction/designing and planning of civil engineering works of Infrastructure Projects (preferably waterway, irrigation, barrage, ports, or similar linear projects).
3. Conversant with the latest engineering practices.
4. Ability to understanding of technical drawings, sketches, specifications, etc.
5. Proficiency in use of Computers.
6. Familiarity with the working of State Govt., Central Govt. and the World Bank.
7. Good Communication Skills (in English and local language).

### **Role of Executive**

This assignment will involve frequent travel to project corridors. The Executive will assist the Project Management Unit and domain Specialist. Executive would be responsible for, but not limited to, the following activities and would report to the Project Director and Project Manager on daily basis.

1. Preparation of ToR, bidding documents for hiring of Consultant for preparation of Detailed Project Report including Market Study and EIA, SIA, EMP, DMP studies
2. Assist in hiring of consultants and implementation agencies
3. Co-ordination during site assessment etc.
4. Checking of the feasibility and adequacy of civil engineering designs suggested by the consultant and suggest latest engineering practices
5. Provide oversight and co-ordination during preparation of DPRs by the Consultants
6. Monitoring and Documentation
7. Co-ordination with Other Departments and Agencies
8. Preparation of estimates, specifications, manuals
9. Recording and checking of measurements
10. Preparation of status/monthly/quarterly reports for the IWAI and World Bank
11. Preparation of Compliance/Completion Reports of each phase
12. Review of Reports submitted by the Contractors and/or Supervision Consultants

## **FINANCE & ACCOUNTS EXECUTIVE FOR JAL MARG VIKAS (NW-1) PROJECT**

### **Qualification**

1. Chartered Accountant (CA)
2. Experience (minimum 3 years) in any Government organization or reputed large company
3. Knowledge of Financial and Accounting procedures
4. Familiarity with the working of State Govt., Central Govt. and the World Bank.
5. Proficiency in use of Computers and Tally Accounting software
6. Good Communication Skills (in English and local language).

### **Role of Executive**

This assignment will involve frequent travel to project corridors, Project Implementation Units (PIU). The Consultant would be responsible for, but not limited to, the following activities and would report to the Project Director and Project Manager/ Project Finance Officer on daily basis.

1. Preparation of finance and accounting manuals for PMU
2. Scrutiny of financial proposals
3. Preparation and compilation of Accounts, balance sheets and other statutory documents
4. Assist in audit by CAG, CAAA, or/and any other statutory body
5. Preparation of audit replies and ensure compliance
6. Preparation of day to day vouchers, checking of bills, payments, etc.
7. Maintenance of accounts, payment registers, cash book, bank book, bank operations, finance management statements
8. All tax related matters
9. Preparation of status/monthly/quarterly reports for the IWAI and World Bank on Finance and Accounts
10. Review of Reports submitted by the Contractors and/or Supervision Consultants

## **MARKETING & BUSINESS DEVELOPMENT EXECUTIVE FOR JAL MARG VIKAS (NW-1) PROJECT**

### **Qualifications**

1. Graduate with MBA.
2. Experience (minimum 3 years) in logistics/ market research for transportation sector for creation of Infrastructure/ facilities.
3. Familiarity with the working of State Govt., Central Govt. and the World Bank.
4. Ability to understanding of market demand and supply of commodities.
5. Knowledge of rules and procedures of customs, excise, octroi, other taxes/charges applicable for transportation of goods, passengers by IWT mode
6. Proficiency in use of Computers.
7. Good Communication Skills (in English and local language).

### **Role of Executive**

This assignment will involve frequent travel to project corridors for the purpose of assessment of market potential, co-ordination with different agencies. The Executive will assist Project Management Unit in their marketing and business related matter. Executive would be responsible for, but not limited to, the following activities and would report to the Project Director and Project Manager on daily basis.

1. Assist domain Consultants engaged by IWAI in preparation of ToR, bidding documents for hiring of Consultant for preparation of Detailed Project Report including Market Study
2. Assist in hiring of consultant and implementation agencies
3. Co-ordination during market assessment etc.
4. Identify the problems/bottlenecks in transportation of cargo by IWT mode
5. Collection and compilation of data, report preparation and co-ordination with monitoring agencies,
6. Collection, compilation and analysis of data specifically pertaining to vessels and cargo movement in waterways
7. Maintain documentation
8. Persuasion for modal shift and preparation of road map/ market strategy to affect modal shift from road based transportation to Inland water transportation and comparative economics for the same.
9. Co-ordination with Other Departments and Agencies
10. Preparation of status/monthly/quarterly reports for the IWAI and World Bank on matters related with market study/logistics
11. Preparation of Compliance/Completion Reports of each phase
12. Review of Reports submitted by the Contractors and/or Supervision Consultants