

e-File No. IWAI/JMVP/AG/PMU/20-21
Project Management Unit
JMVP-II (Arth Ganga)
Inland Waterways Authority of India
(Ministry of Ports, Shipping & Waterway, Government of India)

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 JMVP-II (Arth Ganga).

IWAI is desirous of engaging the following vacant positions (3 nos.) in the PMU in the Head Office at Noida, Uttar Pradesh initially for a period of one year, extendable for further period of the Project as per requirement:

Sl. No	Location	Name of the position	No. of positions	Consolidated Remuneration (per month)	ToRs
1	Noida	Specialist (HR &GA)	1	60,000/-	A
2	Noida	Specialist (Procurement)	1	60,000/-	B
3	Noida	Specialist (Civil Engineer)	1	60,000/-	C

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 credential in relation to the prescribed qualifications and experience 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 6th January 2023.

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 Resources 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 recognized University or Institute</p> <p><u>Experience: -</u></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

Terms 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.

Terms of Reference for the position of Specialist (Civil Engineering)

Sl. No.	Description	Requirement
A	Position	Specialist (Civil Engineering)
B	No of Positions	01
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate in Civil Engineering from any recognized institution, or AMIE from Institution of Engineers (India). • Experience: At least two years' experience in construction/designing and planning of civil engineering works of Infrastructure Projects (preferably waterway, irrigation, barrage, ports, or similar linear projects). • Conversant with the latest engineering practices. • Ability to understand technical drawings, sketches, specifications, etc. • Proficiency in use of Computers. • Familiarity with the working of State Govt., Central Govt., and the World Bank. • 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, affected villages, block and district headquarters. The Specialist will assist the Project Coordinator for Engineering works. The Specialist would be responsible for, but not limited to, the following activities and would report to the Project Coordinator for Civil Engineering Works on daily basis. • Assist in preparation of ToR and bidding documents for hiring of Consultants for various engineering studies and Contractors for engineering works. • Assist in hiring of Consultants and implementation agencies. • Co-ordination during site assessment. • Checking the feasibility and adequacy of civil engineering designs suggested by the Consultants and suggest latest engineering practices. • Provide oversight and co-ordination during preparation of DPRs by Consultants. • Monitoring and Documentation. • Co-ordination with Other Departments and Agencies. • Preparation of estimates, specifications, manuals. • Recording and checking of measurements. • Preparation of status/monthly/quarterly reports for the IWAI and World Bank. • Preparation of Compliance/Completion Reports for each phase. • Review of Reports submitted by the Contractor and/or Supervision Consultant.
