



GOVERNMENT OF ASSAM

ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)

DISPUR, GUWAHATI – 781006

No. JICA /PMU/Rectt/06/2022/77

Dated – 08/09/2022

Project Summary

The JICA funded “Assam Health System Strengthening Project” has been undertaken by Health & F. W. Department Government of Assam with an objective to improve the quality of Medical Services by comprehensively promoting the development of public medical institutions in the state of Assam. The components of the project are construction & development of super specialty wings in six medical colleges, infrastructure development of hospitals, training & capacity building of medical staff and improvement of Hospital Management Information System etc.

The Project Implementation Unit (PIU) under JICA funded “Assam Health System Strengthening Project” at Public Works Building & NH Department (PWB&NHD), Assam will be headed by the Spl. Chief Engineer, PWD Building (Health & Education) or his representative not below the rank of Superintending Engineer. The main responsibilities of the PIU is implementation of the civil construction part of the Assam Health System Strengthening Project funded by JICA.

The Project Implementation Unit (PIU) under JICA funded “Assam Health System Strengthening Project” would have inter alia the following staffs:

- **Assistant Engineer (AE)**
- **IT Specialist**
- **Deputy Accounts Officer**

The PIU of Public Works Building & NH Department (PWB&NHD), Assam is seeking to engage interested and qualified professionals on **purely contractual basis** for the position of **Assistant Engineer (AE), IT Specialist , Deputy Accounts Officer** .

APPLICATION PROCESS:

Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates applying for multiple positions will have to submit separate application forms against

each post. The application should be submitted in a sealed envelope clearly mentioning the post applied for at the top and addressed to – **The Project Director, Assam Health Infrastructure Development & Management Society (AHIDMS), Assam, 4th floor, Nayantara Supermarket, Sixmile, Guwahati-22.** The last date of submission of application is **23rd September, 2022 till 5:00 pm.** No applications received after the last date will be entertained. The detailed advertisement along with the application form are uploaded in the official website <https://ahidms.assam.gov.in>

1. Assistant Engineer (AE)-2 nos.

Key job responsibilities include:

- a) The AE will actively involve in rolling out of Civil & Electrical Infrastructure in the medical colleges.
- b) The AE is required to review the design and drawings for the construction/renovation works to be done submitted by Consultant.
- c) AE shall support the PMU and implementing agencies in documentation, monitoring, verification, compliances related to civil works planned in the project as mentioned above.
- d) AE shall be responsible for overseeing implementation of works by the contractor according to the specifications, drawings, design and BOQ of the contract agreement.
- e) AE shall coordinate, monitor and assist in utility shifting/relocation and removal of obstructions.
- f) Assisting the Senior Officer with technical inputs during disputes, arbitration proceedings and any other hearings held by statutory and legal bodies.;
- g) The AE will perform any other related tasks as determined by Senior Officer of PIU.
- h) Review the design, drawings, DPRs etc prepared by the architecture/consultancy firm hired by the project including those submitted by the line departments to the PIU for approval.
- i) Evaluation of the bids as per the Bidding Documents, supporting the evaluation/approval committee formed for the purpose, taking the minutes etc.
- j) Carrying out field visits for reviewing the progress of works, verification of the construction/renovation works for compliance with specified technical standards, approved drawings & designs etc. and submit inspection reports to the Senior Officer of the PIU.
- k) To ensure that the civil work/Electrical work activities of the Project are progressing as per the Procurement Plan/Annual Work Plans/relevant Contract Agreements and take all possible measures to keep the progress of the work on time and as per plan.
- l) Field visit for the inspection and ongoing construction activity is must during the Project period.

m) Verification of the Contractor's bills/vouchers submitted by the contractors and endorsing the same for release of payments.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The candidate should possess Engineering Degree in Civil Engineering from recognized University/Institution.

Working Experience: The candidate must have at least minimum 5 (five) years of hands on experience in Construction activities in any Externally Aided Project (e.g. World Bank, JICA, ADB etc.) Or Public/ Private sector organization.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, and Power Point etc.) including email.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 35 years as on 1st January, 2022

REPORTING & PERFORMANCE REVIEW

AE will report to Head of the, PIU. The performance of the AE will be evaluated by Project Director/Nodal Officer.

FACILITIES TO BE PROVIDED TO ASSISTANT ENGINEER (AE).

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The AE will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

REMUNERATION & PAYMENT TERMS

1) The consolidated fixed remuneration of the AE shall be of Rs. 30000-50000 per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked- incentive, communication allowance, etc.

2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

2. IT Specialist – 1 no.

Key job responsibilities include:

- a) **IT Specialist** would be instrumental in developing a robust MIS System for the project and also to integrate already developed MIS Applications for the project.
- b) He/She will coordinate and supervise the development of the project MIS system and provide guidance for developing programs/applications as per the requirement of the project and PIU;
- c) Training the project and PIU staff in the use of MIS system so developed;
- d) Troubleshooting to ensure smooth implementation of the MIS application. Identify, resolve/rectify issues relating to flow blockades, user interface issues, networking problem and security concerns.
- e) Ensure that the reporting, communication, financial and procurement systems of the project are embedded into the MIS system of the project;
- f) Participate and contribute to the review meetings.
- g) Participate in knowledge sharing meetings with team members at PIU.
- h) Involved in Development, execution and implementation of applications for PIU
- i) Lead IT related communication with government and other partners of Project.
- j) Provide clarifications to stakeholders on project related IT issues as needed;
- k) Maintain source-code used in developing software/MIS Applications/Website/Web Portal etc
- l) Ensure regular updating w.r.t. content related to Establishment and administration of efficient email system for PIU and project staff, including controlling privileges & permissions to database users, maintaining user accounts, and profiles
- m) Maintaining the technical aspects of the Social media pages, blogs, online discussion forums etc of project with regular technical updates.
- n) Ensuring seamless communication within the project team and project partners through the project IT infrastructure.
- o) Travel Requirements: The **IT Specialist** will be required to undertake field-visits and tours to the project locations, with prior approval of the Nodal Officer of the PIU.
- p) The **IT Specialist** will acquaint himself/herself thoroughly with Project's Financial Management Manual (FMM) along with related policies and procedures.

- q) Maintenance of Cashbook/Ledger/Bank statements/Cheque Book etc. and update the accounting data in accounting software (Tally or other applicable software).
- r) Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports, Sanction Proposals, Fund Release Proposals & ensuring timely submission through Nodal Officer to PIU
- s) Contribute to preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of Project and gaining need based basic knowledge of procurement procedures.
- t) **IT Specialist** should have the knowledge of Public Financial Management System (PFMS), GEM, E -Tender procedures.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The candidate should possess at least MCA/ (B.E./B. Tech in Computer Science from recognized University/Institution.

Working Experience: The candidate must have at least Five (5) years of hands on experience in project MIS& Finance activities in any Externally Aided Project (e.g. World Bank, JICA,ADB etc.) or Public/ Private sector organization.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 35 years as on 1st January, 2022.

REMUNERATION & PAYMENT TERMS

- 1) The consolidated fixed remuneration of the **IT Specialist** shall be of Rs. 30000- 50000 thousand per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.
- 2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

FACILITIES TO BE PROVIDED TO IT SPECIALIST.

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **IT Specialist** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

3. Deputy. Account Officer (Dy. AO) – 1 no.

Key job responsibilities include:

- a) The **Dy. Account Officer (Dy. AO)** will acquaint himself/herself thoroughly with Project's Financial Management Manual (FMM) along with related policies and procedures.
- b) Maintain the Cashbook/Ledger/Bank statements/Cheque Book etc. and update the accounting data in accounting software (Tally or other applicable software).
- c) Preparation of Statement of Expenditure (SOE), Utilization Certificate (UC), Financial Reports, Sanction Proposals, Fund Release Proposals & ensuring timely submission through Nodal Officer to PIU
- d) Contribute to preparation of Annual Work Plans (AWPs), Annual Action Plans (AAPs), Procurement Plan of Project and gaining need based basic knowledge of procurement procedures.
- e) **Dy. Account Officer (Dy. AO)** must have the knowledge of Public Financial Management System (PFMS), GEM, E -Tender procedures.
- f) Travel Requirements: The **Dy. Account Officer** will be required to undertake field-visits and tours to the project locations, with prior approval of the Nodal Officer of the PIU.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: Retired as Accounts Officer or Deputy Accounts Officer from Assam Government Accounts Service.

Working Experience: Working experience Accounting, financial management for large scale programmes/ in budgeting, projects etc. Experience of working in Externally Aided Projects will be preferred.

Must have exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.

Computer Skills: Must be excellent in using computer applications i.e. Tally Software, Financial MIS etc.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 65 years as on 1st January, 2022.

REMUNERATION & PAYMENT TERMS

- 3) The consolidated fixed remuneration of the **Dy. Account Officer** shall be of Rs. 50000 (fifty thousand) per month or Last month salary before retirement minus pension whichever is less. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked- incentive, communication allowance, etc.
- 4) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

FACILITIES TO BE PROVIDED TO DY. ACCOUNT OFFICER:

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **Dy. Account Officer** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

- 1) The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, continuity of the contract beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- 2) The contract may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without incurring any liability to the Directorate/ Department/ Govt. of Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project closing date. The Department/ Govt. of Assam/ shall not undertake any responsibility for subsequent deployment.

- 3) The **AE/ IT Specialist / Dy.AO** shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent and will have to serve the project on full time basis.

- 4) He/she will provide services from the Office of the PIU.

Sd/-

Project Director,
Assam Health Infrastructure Development & Management Society (AHIDMS)