

**OFFICE OF  
THE PROJECT DIRECTOR  
PIA, JICA ASSISTED GUWAHATI SEWERAGE PROJECT  
1<sup>ST</sup> FLOOR, TRIPTI TOWER, GANESHGURI  
G. S. ROAD, GUWAHATI-781006**

No. PIA/JICA/GSP/05/2020/ **372**

Dated: **29/06/2024**

**Walk-in-Interview**

Applications are hereby invited for walk-in-Interview for engagement in the following posts for Guwahati Sewerage Project on purely contractual basis initially for 11 Months with fixed remuneration.

Sl No.	Name of Post	No. of Post	Educational Qualification	Age	Experience	Fixed remuneration per Month
1.	Procurement & Contract Manager	01	Full time B.E/B.Tech in Civil/Mechanical Engineering from a recognized University or AICTE affiliated Institution with a professional diploma/degree / certification in Public Procurement	Maximum age Limit is 40 Years	Minimum 10 Years of work experience out of which 06 Years as compulsorily experience in Multilateral Development Bank funded projects procurement. Should have experience of working in atleast one JICA funded project, knowledge of Assam Public Procurement Act & Rules is compulsory. Hands on experience in e-procurement portal & GeM.	INR 120000-150000 depending on qualification and experience

Candidates meeting the necessary qualifications and experience are invited for walk-in interview with CV, self-attested & original documents of Educational Qualification, Work Experience, Proof of birth certificate and colored passport size photograph at the venue **Office of the Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board, 1<sup>st</sup> floor, Tripti Tower, Ganeshguri G.S Road, Guwahati-781006** on **12 July 2024** from **11.A.M To 01.P.M.**

Note: No candidates will be allowed for walk-in after 01.P.M

Detailed terms of reference are available at the official website of Guwahati Metropolitan Drinking Water & Sewerage Board, i.e; <https://gmdwsb.assam.gov.in>

*Paran P/MD*  
*29.6.24.*

Project Director  
Project Implementation Agency (PIA)  
JICA Assisted Guwahati Sewerage Project

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**Terms of Reference (TOR) for the position of  
Procurement & Contract Manager**

**Essential Qualification:**

- Full time B.E/B.Tech in Civil/Mechanical Engineering from a recognized University or AICTE affiliated Institution with a professional diploma/degree/certification in Public Procurement.
- Relevant training in procurement works will be preferred
- Candidates having 'Professional Diploma in Public Procurement' (PDPP) preferred.
- Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CCMP) will be preferred.

**Work Experience:**

- Minimum 10 years of work experience out of which 06 years as compulsorily experience in Multilateral Development Bank funded projects procurement.
- Should have experience of working in at least one JICA funded project.
- Knowledge of Assam Public Procurement Act & Rules is compulsory.
- Hands on experience in e-procurement portal & GeM.

**Competencies Required:**

- Strong conceptual, analytical and problem-solving skills.
- Ability to work under tight deadlines and good knowledge of Contract management.
- Experience of using Internet based applications, using and working with advanced word processing /spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

**Key Job Responsibilities:**

- Development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria Review Requisition Submitted by the stake holders for completeness and compliance with objective of JICA Project.
- Ensure compliances to JICA procurement policies and procedures, guidelines and best practices.
- Manage procurements through the e-procurement system of the state;
- Provide administrative support in procurement management and contract administration, disbursement and contract closure.
- Provide administrative support to the PIU/PIA/PMC in procurement management and Contract administration, disbursement and contract closure

- Prepare draft invitation for Bid/Bidding Documents/requests for Expression of Interest (REOI)/ Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines etc.
- Preparation of Procurement plan as per funding agency's Procurement guidelines and drafting and issuance of various documents required at different stages of Procurement cycle EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts and various internal processing documents required to facilitate decision making.
- Provide reference and guidance to other support staff on procurement policies and procedures and best practices throughout the contract administration process.
- Liaison with funding agency for key Procurement and contract management related issues.
- Raising awareness on contract administration issues, problems and lessons learned development and implementation of any plan to correct identified non-compliance issues.
- Raising awareness on contract administration issues, problems and lessons learned, development and implementation of any to correct identified non-compliance issues.
- Keep track of the expiry date of all contract agreements and necessary action for extension of the contract, if required.
- Any other responsibilities as assigned by PD/APD.

**Remuneration:**

The monthly fixed remuneration will range between INR 120000 To 150000 per month depending on qualification and experience.

**Period of Service: -**

The contract shall be initially for a period of minimum 11 Months with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the Project Director, PIA, JICA Funded Guwahati Sewerage Project.

*Note: - This is a draft Terms of Reference and the Project Director, PIA JICA Funded Guwahati Sewerage Project reserves the right to modify the same without intimation at any stage before or after the recruitment cycle is completed.*