

## Advertisement

### State Project Management Unit, Office of the Chief Engineer (Water), PHED, Assam

Applications are invited from eligible candidates for the following four positions of State Project Management Unit, O/o the Chief Engineer (Water), PHED, Assam initially for a period of one year which will be extended depending upon the performance of the candidate and requirement of the project.

Sl N o.	Positions	Qualification & Experience	Remuneration per Month (Max)
01	<b>Team Leader</b>	<ul style="list-style-type: none"><li>• B-tech/ B. Engineering /MTech in Civil/ Mechanical Engineering. Advances studies in resource management, water resources, environmental economics, finance, economic policy and/or business strategy and sustainability will be an asset.</li><li>• At least 20 years of relevant professional experience in Public health engineering and water supply projects, with significant experience working with government sectors and bilateral and managing and leading large teams.</li><li>• Relevant experience of leading teams in mega projects, missions and special purpose vehicles related to water, sanitation and hygiene programming.</li><li>• Technical/policy literacy and public-private partnership expertise in water environment/ sustainability/ resource security issues, ideally in water and sanitation sectors and related considerations.</li><li>• Able to work with senior government officials, and leading experts in academia, international organizations, governments and non-governmental organizations, as well as with representatives from civil society and grass roots organizations.</li><li>• Clear track record of success in managing large scale water supply projects, / leading at least one large-scale public-private partnership (including bilateral, multilaterals and large financial institutions) project delivery, and team management.</li><li>• Knowledge of legal matters and arbitration.</li><li>• Good verbal and written communication skills in English; proficiency in Assamese preferable.</li></ul>	Remuneration will be as per industry standards

02	<b>Financial Management Specialist</b>	<ul style="list-style-type: none"> <li>• CA/ICWA/MBA(Finance)/MCOM</li> <li>• Minimum 5 years of relevant post qualification experience in Financial Management of large scale development programmes/projects etc.</li> <li>• Experience of developing and using accounting packages. Knowledge of Tally software in desirable</li> <li>• The applicant must be computer literate and has to be well conversed with MS-Office package.</li> <li>• Knowledge of Government / international donor reporting requirements</li> <li>• Experience in risk analysis and risk management</li> <li>• Ability to think strategically; Excellent planning and prioritization skills</li> <li>• Excellent (proven) interpersonal and both oral and written communication skills</li> <li>• Strong analytical/problem solving skills</li> <li>• Able to work effectively in a diverse team environment.</li> <li>• Experience of working with external agencies like World Bank/ADB/UKAID/USAID UNICEF/ UNDP is an asset</li> <li>• Effective communication skills in English. Knowledge of Assamese and other local language is desirable.</li> </ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives & perks)
03	<b>Institutional Specialist</b>	<ul style="list-style-type: none"> <li>• BE/B.Tech in any subject or Post Graduation in Management or Masters in Planning or Masters in Communication</li> <li>• Minimum 3 years of relevant post qualification experience in institutional development for rural /urban water supply/sanitation sector.</li> <li>• In-depth knowledge of sector policy and practice, in particular, relating to NRDWP, SBM(G) programmes and its status in the State of Assam.</li> <li>• Knowledge in areas like General management, change management, strategy formulation, planning, and capacity building is desirable.</li> <li>• Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank/ADB/UNDP/UNICEF etc., is desirable.</li> <li>• The applicant must be computer literate and has to be well conversed with MS-Office package.</li> <li>• Strong communication skills in English, Hindi and Local Language.</li> </ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives & perks)
04	<b>Monitoring and Evaluation Specialist</b>	<ul style="list-style-type: none"> <li>• BE/B.Tech in any subject or Post Graduation in Management</li> <li>• Minimum 3 years of relevant post qualification experience in multi sectoral development agencies// NGOs / Consultants / Government Organizations in participatory development approaches.</li> <li>• Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programmes, preferably in the rural space.</li> <li>• In-depth knowledge of sector policy and practice, in particular, relating to NRDWP, SBM(G) programmes and its status in the State of Assam</li> <li>• Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank/ADB/UNDP/UNICEF etc., is desirable</li> <li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.</li> <li>• Strong communication skills in English, Hindi and Local Language.</li> <li>• Must be computer literate and should have knowledge of SPSS, Excel, Access and other relevant software.</li> </ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives & perks)

**Note:**

- Applications should be sent to [spmu.phedassam@gmail.com](mailto:spmu.phedassam@gmail.com).
- Last date of submission of application for **SL No. 2, 3 and 4** is 15<sup>th</sup> February,2019 and **SL No.1** is 17<sup>th</sup> April, 2019.
- Application should consist of an application letter, CV and application form as per the format shared in the detailed advertisement available in <https://phe.assam.gov.in/>.
- Applicant should mention the name of post that they are applying clearly in the subject line.
- Only shortlisted candidates will be communicated for test/interview and will be allowed to appear in test/interview subject to verification of the credentials that they have mentioned in the application form.
- Incomplete submission of application form will lead to automatic disqualification of the applicant
- Any attempt to unduly influence selection process will lead to automatic disqualification of the applicant.
- No offline applications will be accepted.

For any clarifications, please contact:

[spmu.phedassam@gmail.com](mailto:spmu.phedassam@gmail.com)

Sd/  
Chief Engineer (PHE), Water, Assam  
Hengrabari, Guwahati-36

## Terms of Reference: Team Leader, SPMU, PHED (Water)

### Context:

The National Rural Drinking Water Programme of the Government of India aims to provide safe, adequate and accessible supply of drinking water for all in rural India. The Programme envisions ensuring by 2022 piped water supply to at least 90 per cent of the rural households and at least 80 per cent of rural households with household piped connection. To achieve its overall objective of providing improved and sustainable drinking water services in rural communities, NRDWP focuses on water quality management, source sustainability, sustainable service delivery (operation and maintenance), building professional capacity and strengthening decentralized governance through Panchayati Raj Institutions and community involvement. It seeks to involve the community by enriching their knowledge and skills in a way that they understand the benefits of hygiene practices and are empowered to manage their drinking water sources and systems.

At the invitation of the government, UNICEF's role is to support the government on capacity development of key stakeholders on O&M of Water Supply schemes, Water quality monitoring, Water security and safety planning and support work supervision of water supply facilities. To support these activities in collaboration with the Government of Assam, as requested by Government of Assam, UNICEF, Assam to support the government to come up with effective guidelines, detailed project reports (DPRs) and framework to improve capacity development for O&M, Water safety planning, Water quality monitoring for water supply schemes in rural areas.

With the arrival of the Sustainable Development Goals in 2016, including Goal 6 for Water and Sanitation, a new strategy for PHED, Government of Assam has been developed in 2016-17. This strategy has a strong focus on scaling partnerships for action, including in water resource management. The Government of Assam has prioritized and committed to supply safe drinking water to all through its vision for SDGs and especially committed under the SDG 6, Strategy Paper and Action Plan (SPAP) 2022. PHED is the nodal department for rural water supply schemes. The Gram Panchayats and Village Water Sanitation committees have an important role in the operation and maintenance of rural piped water supply schemes it has own challenges of capacity to manage and community participation and ownership. The Government has recently launched the "Mission One Hundred" for the provision of safe drinking water to its rural population in terms of portability, adequacy, convenience, affordability and equity on a sustainable basis involving PRIs and communities. Earlier this year, Government of Assam along with UNICEF completed a diagnostics assessment to map institutional capacity needs which will inform systems strengthening to address safe and sustained water supply to all in the SDG and the new NRDWP as well as Swajal context. State government and district administration are under unprecedented and increasing pressures when managing and implementing Safe Drinking Water Supply projects / programmes, driven by greater climate variability, population and economic growth, land use changes, and declining quantities and qualities of both ground and surface waters.

The SPMU within PHED, Government of Assam is in a unique position to help the state and districts adopt integrated and strategic approaches to address their drinking water supply and service management challenges, working in coordination with other departments. The SPMU will also play a key role in creating evidence based knowledge and solutions in the drinking water sector, additionally supporting a number of partnerships. It is expected to be one of the foremost institutions within the water sector bringing together knowledge, policy advice, partnerships and financial support for its drinking water schemes and projects. To meet its objective, SPMU, PHED will act as multi-stakeholder platform for action, bringing government departments, financial institutions, Panchayats, non-governmental organizations.

As a central part of this transition, the PHED is now seeking one Senior Drinking Water Sector Management Specialist as Team leader to serve as the overall technical lead for programmes.

### **Purpose**

Provide specialized TA to PHED & line Dept. on safely managed water supply schemes, institutional capacity building (monitoring and financing), water quality monitoring and surveillance which also include risk-informed programming & climate-resilience work.

### **Key objectives of the position for the year 2019 (RWP 2018-19)**

- Water safety and security planning (WSSP) approach is integrated into state guidelines
- Functional water quality monitoring and surveillance system established in at least one focus district
- Water safety and security plan (costed) developed in at least two aspirational districts where Swajal is being implemented with a focus on functional systems for operation and maintenance reaching 80% achievement rate
- Ensuring timely utilisation, monitoring and reporting to facilitate available and adequate funding

### **Period of Engagement:**

Initially for one year which will be renewed based on performance and requirement of the project.

### **Duties and Accountabilities:**

The Team Leader will be part of the SPMU team reporting to the Secretary PHED, Government of Assam and will:

- Be responsible for the management and monitoring work underlying water supply issues in all 33 districts drawing on work that has already been done by other partners, including the World Bank project, as well as leading with new knowledge;
- Initiate partnerships with key government departments, civil society and private sector partners to develop multi-stakeholder platforms;
- Coordinate and guide the work of the other consultants/ team members, multi-stakeholder platforms/ partnerships to develop key priorities for joint action;
- Guide the work of the multi-stakeholder platforms in developing action plans, consultations and concrete actions by the various actors to effect change on the ground;
- Ensure that the objectives and expected deliverables of the team are met on time, of high technical quality and within budget, and will deliver high impact results.
- Internal controls: Ensure required financial policies, guidelines, and other essential documents exist, remain current and applied across the programme

- Finance systems: Ensure financial management and information systems are in sync with GoI and GoA requirements and all data is accurate, complete, and relevant for funding sources, donor, and budget-holder information requirements
- Ensure all appropriate persons are able to use the financial management systems as may be appropriate
- Liaise with all parts of the PHED, including the NNP, to ensure consistency with technical quality standards, operational procedures and policies of NRDWP as well as Government of Assam
- Maintain close ties with civil society, academia and private sector partners;
- Lead, manage, motivate, and develop team members in order to maximise their contribution to the team, organisation, and their own professional development
- Manage the performance and development of staff to create and maintain an effective, motivated team

**More detailed responsibilities and priorities will be refined at the outset of employment and thereafter.**

### **Selection Criteria**

- B-tech/ B. Engineering /MTech in Civil/ Mechanical Engineering. Advances studies in resource management, water resources, environmental economics, finance, economic policy and/or business strategy and sustainability will be an asset
- At least 20 years of relevant professional experience in Public health engineering and water supply projects, with significant experience working with government sectors and bilateral and managing and leading large teams
- Relevant experience of leading teams in mega projects, missions and special purpose vehicles related to water, sanitation and hygiene programming
- Technical/policy literacy and public-private partnership expertise in water environment/ sustainability/ resource security issues, ideally in water and sanitation sectors and related considerations
- Able to work with senior government officials, and leading experts in academia, international organizations, governments and non-governmental organizations, as well as with representatives from civil society and grass roots organizations
- Clear track record of success in managing large scale water supply projects, / leading at least one large-scale public-private partnership (including bilateral, multilaterals and large financial institutions) project delivery, and team management
- Knowledge of legal matters and arbitration
- Good verbal and written communication skills in English; proficiency in Assamese preferable

### **Required Competencies**

- Knowledge and Experience in Government as well as in the drinking water sector- Translates technical and cross-country knowledge into practical applications and contributions to country and sector strategies; interacts with governments at the policy level.

- Lead and innovate – Experience in leading, supervising and developing innovative solutions with others. Make Smart Decisions - Recommends and takes decisive action.
- Policy Dialogue Skills - Anticipates needs and requests in the field and conducts independent policy discussions on subjects such as climate change and resilience/adaptation with Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated; able to undertake cross-sectoral work in lending and non-lending operations.
- Water Policy and Strategy – Good understanding of water policies and strategies and their role in delivering outcomes to end users/customers.
- Water Institutions – Good understanding of sector institutions and how they are best organized to deliver services to end users in a sustainable manner.
- Water Supply Management - Extensive experience in water supply planning, management and development, with depth in at least one subtopic; ability mitigate risk or overcome difficult challenges and provide policy-related decisions and advice.
- Deliver Results for Government - Achieves results and identifies mission-driven solutions for the state and national govt
- Collaborate Within Teams and Across Boundaries - Initiates collaboration across boundaries and broadly across departments and sectors and brings differing ideas into the forefront.

## Terms of reference for the position of Financial Management Specialist

**Name of the post:** Financial management Specialist

**No of position:** 1 (One)

**Place of posting:** SPMU, Office of the Chief Engineer (Water), PHED

**Qualification:**

Positions	Qualification & Experience	Remuneration per Month (Max)
Financial Management Specialist	<ul style="list-style-type: none"><li>• CA/ICWA/MBA(Finance)/MCOM</li><li>• Minimum 5 years of relevant post qualification experience in Financial Management of large scale development programmes/projects etc.</li><li>• Experience of developing and using accounting packages. Knowledge of Tally software in desirable</li><li>• The applicant must be computer literate and has to be well conversed with MS-Office package.</li><li>• Knowledge of Government / international donor reporting requirements</li><li>• Experience in risk analysis and risk management</li><li>• Ability to think strategically; Excellent planning and prioritization skills</li><li>• Excellent (proven) interpersonal and both oral and written communication skills</li><li>• Strong analytical/problem solving skills</li><li>• Able to work effectively in a diverse team environment.</li><li>• Experience of working with external agencies like World Bank/ADB/UKAID/USAID UNICEF/ UNDP is an asset</li><li>• Effective communication skills in English. Knowledge of Assamese and other local language is desirable.</li></ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives& perks)

**Period of Engagement:**

Initially for one year which will be renewed based on performance and requirement of the project

**Remuneration:**

The proposed remuneration for the Financial Management Specialist will be in the range of Rs. 60000 to Rs. 80000 per Month (Inclusive of all incentives& perks). Salary is not a bar for deserving candidates

**Purpose**

- To provide strategic support, steer and responsibility for the Finance and Accounting functions across the rural water supply programme (NRDWP, Swajal) for Government of Assam
- To ensure the application of GoA financial policies and procedures in collaboration with the senior officials of the SPMU Senior Management Team; consolidate and produce financial, statutory and management reports; facilitate adequate capacities for partner organisations on financial



management; and support the Chief Engineer's office in good governance by ensuring compliance and reporting related to GoA, GoI, donors, and other legal and statutory procedures.

### **Responsibilities:**

The Financial Management Specialist will work under the overall supervision of the Chief Engineer (Water), Public Health Engineering Department. Following are the expected roles and responsibilities of the Financial Management Specialist but not limited to –

### **Overall Support:**

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, technical and social audits, procurement and financial management functions.
- Develop annual work plans, systems and norms of implementation as per project design.
- Facilitate fund flow to Districts and PRIs and effective tracking mechanisms.
- Coordinate with MODWS to seek necessary inputs as well as provide regular and timely reports.
- Advise the various implementing agencies for project management so as to maximize efficiency of implementation.
- Supervise and monitor the project and contracts awarded.
- Coordinate with the implementing agencies at State/District/ PRI levels to effectively implement projects, disbursement of funds and reporting on program monitoring.

### **Financial Management:**

- Develop and/or improve financial information systems
- Ensure all appropriate persons are able to use the Accounting Package and other financial management systems as may be appropriate
- Ensure all data is accurate, complete, and relevant for WaterAid, donor, and budget-holder information requirements
- Prepare realistic budgets of implementing agencies based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of implementing agencies and analyze such variances; keep the head of the implementing agencies informed of such variances.
- Assist in rolling out and management of Public Financial ManagementSystem (PFMS).
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities institutions relevant to financial management and audits.
- Maintain accounts of implementing agencies and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the implementing agencies. Ensure monthly consolidation of the accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management

- Timely collection of fund demand from Districts and placing it to Govt. of Assam for release of funds.
  - Monitoring of data and information of entries related to Finance in MIS and that they are updated on a regular basis.
  - Assist in preparation of the financial components of DPRs.
  - In addition, any work related to management of financial systems given by concerned authority.
- Internal controls
    - Ensure required financial policies, guidelines, and other essential documents exist, remain current and applied across the districts
    - Review and update Finance procedures and manuals
    - Ensure Programme assets are adequately safeguarded, and report to Chief Engineers any financial irregularities
- Policy & procedure
    - Review, update, implement, and maintain financial management policies, procedures, systems, and tools across the organisation, ensuring compliance with Government's overall policies, good practice standards, GoI and external donor requirements, and national laws and regulations
    - Identify corrective measures and implement amendments inline with the GoA's finance management policies and guidelines
- Risk management
    - Develop and implement financial and risk assessment processes to ensure risk is appropriately identified and mitigated, and financial compliance achieved
- Cash management
    - Lead the financial forecasting process to produce relevant, accurate, and timely financial forecasts across the organisation, and manage fund transfers to ensure funds are always available for SPMU offices and partner activities, but are within permissible limits and that cash is secure
    - Develop systems to ensure cash forecast and funding needs are done accurately
- Budgeting/Budgetary control
    - Lead the development of budgeting guidelines and processes for the SPMU in line with the needs of Government of Assam and GoI requirements
    - Coordinate the annual planning and budgeting processes
    - Anchor the budgeting and forecasting for AIPs and external donor proposals
    - Review actual expenditure, interpret and analyses actual results against budgets, and feedback to budget holders with advice and recommended actions
    - Maintain a spreadsheet of contracts reflecting compliance requirements, reporting and cashflow timelines, and monitor the same
- Reporting
    - Lead the consolidation of financial information and provide management accounts with analysis to support financial decision-making across the organisation
    - Generate financial reports for the SPMU meetings, statutory requirements, and external donors
    - Anchor the financial year end processes; ensure timely submission to finance department, MDWS Government of India, donors, statutory bodies, and relevant platforms/ bodies

- Audit

- Facilitate and co-ordinate the external and internal audit including donor audits
- Lead the development of action plans based on both external and internal audit recommendations and monitor progress on achievements

- Monitoring

- Facilitate monitoring of districts' financial and administrative ability and assist in building their capacity to develop internal financial systems
- Co-ordinate and oversee the analysis of finance and accounts monitoring reports and make recommendations based on them
- Report to Chief Engineer (water), team leader SPMU on monthly accounts analysis, status of existing financial controls and risk assessment

- Value for money

- Lead the specification, selection, and implementation of accounting processes and systems to ensure they meet Government of India and Government of Assam's financial management needs in a cost-effective manner
- Promote value for money as part of the organisational culture making economy, efficiency, and effectiveness as an integral part in its operations

**More detailed responsibilities and priorities will be defined at the outset of employment and thereafter.**

## Terms of reference for the position of Institutional Specialist

**Name of the post:** Institutional Specialist

**No of position:** 1 (One)

**Place of posting:** SPMU, Office of the Chief Engineer (Water), PHED

**Qualification:**

Positions	Qualification & Experience	Remuneration per Month (Max)
Institutional Specialist	<ul style="list-style-type: none"><li>• BE/B.Tech or Post Graduation in Management or Masters in Planning or Masters in Communication.</li><li>• Minimum 3 years of relevant post qualification experience in institutional development for rural /urban water supply/sanitation sector.</li><li>• In-depth knowledge of sector policy and practice, in particular, relating to NRDWP, SBM(G) programmes and its status in the State of Assam.</li><li>• Knowledge in areas like General management, change management, strategy formulation, planning, and capacity building is desirable.</li><li>• Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank/ADB/UNDP/UNICEF etc., is desirable.</li><li>• The applicant must be computer literate and has to be well conversed with MS-Office package.</li><li>• Strong communication skills in English, Hindi and Local Language.</li></ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives & perks)
	<ul style="list-style-type: none"><li>•</li></ul>	

**Period of Engagement:**

Initially for one year which will be renewed based on performance and requirement of the project

**D. Remuneration:**

The proposed remuneration for the Institutional Specialist will be in the range of Rs. 60000 to Rs. 80000 per Month (Inclusive of all incentives & perks). Salary is not a bar for deserving candidates.

**Responsibilities:**

The Institutional Specialist will work under the overall supervision of the Chief Engineer (Water), Public Health Engineering Department. Following are the expected roles and responsibilities of the Institutional Specialist but not limited to –

**Overall Support:**

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and

accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, technical and social audits, procurement and financial management functions.

- Develop annual work plans, systems and norms of implementation as per project design.
- Coordinate with Ministry of Drinking Water and Sanitation to seek necessary inputs as well as provide regular and timely reports.
- Advise the various implementing agencies for project management so as to maximize efficiency of implementation.
- Coordinate with the implementing agencies at State/District/ PRI levels to effectively implement projects, disbursement of funds and reporting on program monitoring.

#### **Institutions Development:**

- Support the implementation of institutions development component as per the project design and participate in any initiatives to improve the performance of the institution.
- Support in development and implementation of relevant policies for the water supply and sanitation sector.
- Support in preparation of institutional governance structure for O&M of rural water supply and sanitation sector.
- Preparation of O&M framework and policy for rural water supply and sanitation sector.
- Play a pro-active role in preparing institution's capacity building plans, and in training and developing the same.
- Support to government agencies for building capacities of the PRI institutions in taking over the responsibility of rural water supply and sanitation.
- Support in preparation of tariff proposals and yearly business plan for the SVS/MVS.
- Supervise the monitoring and evaluation activities with focus on governance and accountability issues.
- Support in preparing and implementing a comprehensive capacity building strategy and action plan for the project.
- Conducting timely performance evaluation of the projects and submit report.
- Providing handholding support to other team members as and when required.
- Any other duty as and when assigned by the concerned authority.

**More detailed responsibilities and priorities will be defined at the outset of employment and thereafter.**

## Terms of reference for the position of M&E Specialist

**Name of the post:** M&E Specialist

**No of position:** 1 (One)

**Place of posting:** SPMU, Office of the Chief Engineer (Water), PHED

**Qualification:**

Positions	Qualification & Experience	Remuneration per Month (Max)
Monitoring and Evaluation Specialist	<ul style="list-style-type: none"><li>• BE/BTech in any subject or Post Graduation in Management</li><li>• Minimum 3 years of relevant post qualification experience in multi sectoral development agencies// NGOs / Consultants / Government Organizations in participatory development approaches.</li><li>• Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programmes, preferably in the rural space.</li><li>• In-depth knowledge of sector policy and practice, in particular, relating to NRDWP, SBM(G) programmes and its status in the State of Assam</li><li>• Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank/ADB/UNDP/UNICEF etc., is desirable</li><li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.</li><li>• Strong communication skills in English, Hindi and Local Language.</li><li>• Must be computer literate and should have knowledge of SPSS, Excel, Access and other relevant software.</li></ul>	Rs. 60,000 to 80,000 (Inclusive of all Incentives & perks)

**Period of Engagement:**

Initially for one year which will be renewed based on performance and requirement of the project

**Remuneration:**

The proposed remuneration for the Monitoring & Evaluation Specialist will be in the range of Rs. 60000 to Rs. 80000 per Month (Inclusive of all incentives & perks). Salary is not a bar for deserving candidates

**Responsibilities:**

The Monitoring & Evaluation Specialist will work under the overall supervision of the Chief Engineer (Water), Public Health Engineering Department. Following are the expected roles and responsibilities of the Monitoring & Evaluation Specialist but not limited to –

**Overall Support:**

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, technical and social audits, procurement and financial management functions.
- Develop annual work plans, systems and norms of implementation as per project design.
- Coordinate with MODWS to seek necessary inputs as well as provide regular and timely reports.
- Advise the various implementing agencies for project management so as to maximize efficiency of implementation.
- Supervise and monitor the project and contracts awarded.
- Coordinate with the implementing agencies at State/District/ PRI levels to effectively implement projects, disbursement of funds and reporting on program monitoring.

**Monitoring & Evaluation:**

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the authority from time to time.
- Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.
- Regular updation of the IMIS data in the portal
- Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.
- Ensure that data and information in the MIS System is maintained and up-to-date.
- Support the development of annual work plans and budgets, including annual milestones.
- Ensure that officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.
- Supervise the MIS, M&E, and Social Audit systems of the project.
- Prepare performance reports of various components of project for external and internal review.
- Identify and formulate lessons learned to be integrated into broader project improvement plan.

**More detailed responsibilities and priorities will be defined at the outset of employment and thereafter.**