

### Advertisement

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

Applications are invited from eligible candidates for the following position 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. | Position                 | Qualification & Experience  |
|-----|--------------------------|---|
| 1   | Institutional Specialist | <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> |

Note:

- Applications should be sent to [spmu.phedassam@gmail.com](mailto:spmu.phedassam@gmail.com).
- Last date of submission of application is 13<sup>th</sup> August, 2019.
- Application should consist of a cover letter, CV (not more than 2 pages), and application form as per the format shared in the detailed advertisement available in [www.phewater.assam.gov.in](http://www.phewater.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 the 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

## **Context of the Project**

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 the Government of Assam; UNICEF, Assam has agreed 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.

## **Terms of Reference: Institutional Specialist, SPMU, PHED (Water)**

**Number of position:** 1 (One)

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

### **Qualification and Experience**

- BE/ B. Tech in any subject or Post Graduation in Management or Masters in Planning or Masters in Communication
- Minimum 3 years of relevant post qualification experience in institutional development for rural /urban water supply/sanitation sector.
- In-depth knowledge of sector policy and practice, in particular, relating to NRDWP, SBM(G) programmes and its status in the State of Assam.
- Knowledge in areas like general management, change management, strategy formulation, planning, and capacity building is desirable.
- Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank / ADB / UNDP / UNICEF etc., is desirable.
- The applicant must be computer literate and has to be well conversed with MS-Office package.
- Strong communication skills in English, Hindi and Local Language.

### **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 Institutional Specialist will be in the range of Rs. 60000 to Rs. 80000 per Month (Inclusive of all incentives & perks). Salary is no 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.