

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	Financial Management Specialist	<ul style="list-style-type: none">● CA/ICWA/MBA(Finance)/MCom● Minimum 3 years of relevant post qualification experience in Financial Management of large scale development programmes/projects etc.● Experience of developing and using accounting packages. Knowledge of Tally software in desirable● The applicant must be computer literate and has to be well conversed with MS-Office package.● Knowledge of Government / international donor reporting requirements● Experience in risk analysis and risk management● Ability to think strategically; Excellent planning and prioritization skills● Excellent (proven) interpersonal and both oral and written communication skills● Strong analytical/problem solving skills● Able to work effectively in a diverse team environment.● Experience of working with external agencies like World Bank /ADB /UKAID /USAID/ UNICEF/ UNDP is an asset● Effective communication skills in English. Knowledge of Assamese and other local language is desirable, but not mandatory.

Note:

- Applications should be sent to spmu.phedassam@gmail.com.
- Last date of submission of application is 10th July, 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
- 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

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: Financial Management Specialist, SPMU, PHED (Water)

Number of position: 1 (One)

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

Qualification and Experience

- CA/ICWA/MBA(Finance)/MCom
- Minimum 3 years of relevant post qualification experience in Financial Management of large scale development programmes/projects etc.
- Experience of developing and using accounting packages. Knowledge of Tally software in desirable
- The applicant must be computer literate and has to be well conversed with MS-Office package.
- Knowledge of Government / international donor reporting requirements
- Experience in risk analysis and risk management
- Ability to think strategically; Excellent planning and prioritization skills
- Excellent (proven) interpersonal and both oral and written communication skills
- Strong analytical/problem solving skills
- Able to work effectively in a diverse team environment.
- Experience of working with external agencies like World Bank /ADB /UKAID /USAID/ UNICEF/ UNDP is an asset
- Effective communication skills in English. Knowledge of Assamese and other local language is desirable, but not mandatory.

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 no bar for deserving candidates.

Purpose

1. 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
2. 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:

1. 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.
2. Develop annual work plans, systems and norms of implementation as per project design
3. Facilitate fund flow to Districts and PRIs and effective tracking mechanisms
4. Coordinate with MoJS to seek necessary inputs as well as provide regular and timely reports
5. Advise the various implementing agencies for project management so as to maximize efficiency of implementation
6. Supervise and monitor the project and contracts awarded
7. Coordinate with the implementing agencies at State/District/ PRI levels to effectively implement projects, disbursement of funds and reporting on program monitoring

Financial Management

1. Develop and/or improve financial information systems
2. Ensure all appropriate persons are able to use the Accounting Package and other financial management systems as may be appropriate
3. Ensure all data is accurate, complete, and relevant for PHED, donor, and budget-holder information requirements
4. Prepare realistic budgets of implementing agencies based on work plans, consolidated annual budget for the project and coordinate for timely submission
5. 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.

6. Assist in rolling out and management of Public Financial Management System (PFMS)
7. Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms
8. Support in implementing capacity building activities institutions relevant to financial management and audits
9. 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.
10. Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements
11. 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.
12. Ensure that any major internal control lapses, if any, pointed out by internal auditors are addressed in a timely manner
13. Timely escalation of issues pertaining to financial management
14. Timely collection of fund demand from Districts and placing it to Govt. of Assam for release of funds
15. Monitoring of data and information of entries related to Finance in MIS and that they are updated on a regular basis
16. Assist in preparation of the financial components of DPRs
17. In addition, any work related to the management of financial systems given by the concerned authority

Internal controls

1. Ensure required financial policies, guidelines, and other essential documents exist, remain current and applied across the districts
2. Review and update Finance procedures and manuals
3. Ensure Programme assets are adequately safeguarded, and report to Chief Engineer any financial irregularities

Policy & procedure

1. Review, update, implement, and maintain financial management policies, procedures, systems, and tools across the organising, ensuring compliance with Government's overall policies, good practice standards, GoI and external donor requirements, and national laws and regulations.
2. Identify corrective measures and implement amendments inline with the GoA's finance management policies and guidelines

Risk management

1. Develop and implement financial and risk assessment processes to ensure risk is appropriately identified and mitigated, and financial compliance achieved

Cash management

1. 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.
2. Develop systems to ensure cash forecast and funding needs are done accurately

Budgeting/Budgetary control

1. Lead the development of budgeting guidelines and processes for the SPMU in line with the needs of Government of Assam and GoI requirements
2. Coordinate the annual planning and budgeting processes
3. Anchor the budgeting and forecasting for AIPs and external donor proposals
4. Review actual expenditure, interpret and analyses actual results against budgets, and feedback to budget holders with advice and recommended actions
5. Maintain a spreadsheet of contracts reflecting compliance requirements, reporting and cash flow timelines, and monitor the same

Reporting

1. Lead the consolidation of financial information and provide management accounts with analysis to support financial decision-making across the organisation
2. Generate financial reports for the SPMU meetings, statutory requirements, and external donors
3. Anchor the financial year end processes; ensure timely submission to finance department, MoJS Government of India, donors, statutory bodies, and relevant platforms/ bodies

Audit

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

Monitoring

1. Facilitate monitoring of districts' financial and administrative ability and assist in building their capacity to develop internal financial systems
2. Coordinate and oversee the analysis of finance and accounts monitoring reports and make recommendations based on them
3. Report to Team Leader (SPMU) and Chief Engineer (PHE), Water on monthly accounts analysis, the status of existing financial controls and risk assessment

Value for money

1. 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
2. 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.