

ADVERTISEMENT NOTICE

The Jhelum and Tawi Flood Recovery Project invites applications from the interesting candidates for the below mentioned positions for Project Management Unit, with its office at 38-A/B Gandhi Nagar, Jammu or Hotel Rachna, Boulevard, Srinagar, Kashmir on contract basis for a period of one year (extendable) on the monthly consolidated remuneration shown against each.

2. The application forms duly filled in all respects should reach the project office 38-A/B Gandhi Nagar, Jammu by or before February 24, 2017.
3. The eligibility Criteria/Terms of Reference (ToR) for the each position is also given under:-

Terms Of Reference (TOR) for Positions in Project Management Unit (PMU) of Jhelum & Tawi Flood Recovery Project, Jammu & Kashmir

S. No.	Position	Reporting to	Monthly remuneration	Objective of position	Scope of Work/Tasks	Profile
1.	Procurement Specialist (To be filled on Deputation basis or on competitive selection from the market)	Project Director & General Manager	Rs. 1,25,000/-	The Procurement Specialist will be responsible for the overall coordination of all procurement related project activities to ensure that the related Project objectives are achieved within the time schedule and within the financial plan.	<ul style="list-style-type: none"> • To prepare year-wise procurement plan for the project to ensure efficiency and get it approved from PMU and monitor/update the same regularly. • To provide procurement support during project preparation; • To assist all implementing agencies and staff in procurement capacity building activities including support during procurement assessment and procurement system development. • To prepare operational guidelines on concepts, policies and procedures of procurement for all levels; • To prepare guidelines for negotiating and resolving difficult procurement issues with agencies particularly bidding and award issues; • To design capacity building modules for procurement professionals in implementing agencies at levels on approach to procurement, as well as on specialized procurement topics. • To prepare a range of procurement-related documents and reports; • To develop a strong web-based procurement management system in coordination with the M&E Specialist and IT Consultant and to analyze management related information for improving efficiency and effectiveness of service delivery in the project. • To co-ordinate with all implementing agencies, R&RD, and the World Bank in general and with task counterpart in the WB Team. • To be fully conversant with all aspects of project 	<ul style="list-style-type: none"> • Should have a B. Tech./B.E. or M. Tech./M.E.(Civil) degree from a recognized university post graduate degree either in M.B.A.(Fin.) or M.B.A.(Supply Chain Mgmt.) M.M.M. or a Chartered Accountant. • At least 8 years of direct relevant work experience as Procurement Specialist; • Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the state Government. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases; • Strong communication skills in presenting, discussing and resolving difficult issues and proficiency in English and Hindi languages; • Knowledge and experience in e-procurement and procurement MIS is desirable.

					<p>implementation activities and to be responsible for timely reporting to the Project Director.</p> <ul style="list-style-type: none"> • To ensure publication of the procurement plan on the Project website. • To ensure that procurement under the project is conducted in accordance with the procedures and timeline as approved by the PMU/World Bank. • To invite expressions of interest (EOI) for consultancy assignments through advertisements in newspapers and/or through e-procurement system, to coordinate for the evaluation of the EOI and finalization of shortlist • To support the PMU in procurement matters, especially on technical matters, such as preparation of technical specifications, preparing all types of advertisements, bidding documents, letters of invitation, expression of interests, preparing RfP documents, draft contracts, evaluation reports, etc., in the procurement of goods/works/equipment/consultancies/trainings/services etc. • To maintain up-to-date and accurate procurement records for each project component. • To prepare and submit procurement progress reports periodically for the review of the Project Director. • To handle procurement related grievances/complaints received by the PMU as per guidelines. <p>To be responsible for any other related task/tasks assigned by the Project Director</p>	
2.	Financial Management Specialist	Director Finance, JTFRP	– <i>Rs 1,25,000/-</i>	The Financial Management Specialist – JTFRP will have	<ul style="list-style-type: none"> ▪ Responsible for preparation of IUFRs to be submitted to the CAAA and World 	<ul style="list-style-type: none"> • Chartered Accountant, MBA - Finance

				<p>responsibility for financial aspects of the projects, including reporting requirements in the form Interim Unaudited Financial Reports (IUFs) to be submitted to the CAAA and the World Bank and interact and source information from implementing agencies and also at the district, Block and village level.</p>	<p>Bank, involving effective co-ordination with other implementing agencies</p> <ul style="list-style-type: none"> ▪ Liaison effectively with agencies of Government of India and Government of Jammu and Kashmir, banks and financial institutions, World Bank, and other stakeholders on financial aspects. ▪ Advise project management on all financial aspects especially on policy and strategic issues, financial position, and financial performance of the project. ▪ Prepare annual work programs and budgets for the project based on inputs from districts. ▪ Assist and advice on developing financial management capabilities at the district, Block and village level. Provide training to the finance staff in the districts. ▪ Develop satisfactory financial and accounting policies and procedures for the project, and ensure adherence to these policies and procedures and ensure that the computerized financial accounting system is operated satisfactorily. ▪ Ensure that an effective system of internal controls is operational and that internal audit is carried out effectively and ensure follow up on audit findings. ▪ Ensure smooth flow of funds to all levels of the project's organization, payments to various parties, and ensure adherence to service standards and liaise with Banks to find new ways to speed up fund transfers to identified beneficiaries. ▪ Ensure timely preparation of consolidated interim financial reports which are 	<p>or Senior Gazette Officer from Jammu and Kashmir State Finance Services with Minimum 8 -10 years post qualification experience</p> <ul style="list-style-type: none"> • Good working level familiarity with working of modern financial management systems/off the shelf accounting packages, including financial management information systems, computerized financial accounting systems, • Self-starter highly motivated with high energy level; demonstrated ability to get things done. <p>Preferable: Exposure to the development sector and experience in externally funded projects. Familiarity with government financial procedures and reporting is desirable</p>
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					<p>the basis for claiming disbursement from the World Bank and annual financial statements. Liaise effectively with auditors to ensure timely audit and publication of annual report.</p> <p>Ensure satisfactory operation of the finance and accounting functions of activities managed directly by the PMU, including management of supporting staff & ensuring timely and smooth information and transaction flow on finance and accounting aspects at all levels including State, District and Village levels.</p>	
3.	Communication Specialist	PMU and PIU	<i>Rs 80,000/</i>	Responsible for all communication related activities of the project	<ul style="list-style-type: none"> • Develop a project communication strategy and communication plan for the project • Responsible for drafting, reviewing and planning dissemination of project related information • To design and develop IEC material for effective dissemination through multiple channels. • Ensuring that each subproject and activity under the project is subjected to the information dissemination requirements as stated in the ESMF; • Organize trainings, workshops, meetings and disseminate the outcomes through press release, reports, audio-visuals, web sites, emails etc. Make use of the print as well as electronic media facilities wherever applicable • To assess the effectiveness of IEC materials through periodic reviews and make necessary changes in strategy and materials, if needed. • To either design or outsource the preparation and transmission of TV commercial, jingles, documentary films through television and radio channels. • To coordinate with the Social Management specialist, M&E Specialist and Community Mobilizers for effective dissemination of IEC material in the project areas; 	<ul style="list-style-type: none"> • Post graduate degree in Mass Communication or journalism or ICT and/or Social Sciences field • At least 5-7 years of professional experience in related field • Proficient in the use of computers and office software packages (word processing, spread sheet, etc.) and experience in handling web-based data and information management systems • Excellent writing, editing and analytical skills • Fluency in both oral and written English and Hindi/Dogri Priority will be given to candidates with experience in GNGO's, NGO's, INGO'S, and/or donor funded projects

					<ul style="list-style-type: none"> • Provide support in internal communication through disseminating minutes of meetings, announcements, updating the contents in R&RD's web-site on regular basis • Review all project documents that are for public disclosure • Advise the Project Director in communication related matters and press management • Monitor the press for information and news articles related to the Project <p>Any other relevant activity designated by R&RD to ensure proper implementation of the Public Buildings/ critical infrastructure and Livelihoods component</p>	
4.	Social Development Specialist	PMU and PIU	<i>Rs</i> <i>1,00,000/-</i>	<p>The SDS will function in close coordination with the PMU and PIU for Project components will be placed at R&RD, and will be responsible for overseeing the social management process for the project.</p>	<ul style="list-style-type: none"> • Analyze social risks and social issues and integrate these into the planning and implementation of the project activities, carry out social screening and prepare social action plans; • Prepare community participation plans for planning and implementing public building and/or livelihood strengthening activities at the village/ community level; • Review and clear public building plans and livelihood training plans prepared in consultation with beneficiaries by the community development officers and community mobilizers; • Work with the Architect and Planner to review gender sensitivity incorporated in designs and modules. • Undertake field visits periodically, hold supervision meetings with the community mobilizers to plan and monitor participatory aspects of the project components; • Coordinate with NGOs, field Staff, Consultants, and contractors and guide them in addressing social inclusion and equity issues with reference to resettlement, needs of special populations such as scheduled caste and tribal groups, and gender issues. • Monitor the implementation 	<ul style="list-style-type: none"> • Post graduate in Rural Management, Development Studies, Social Work, Planning, Social Science (Geography/ Sociology/ Political Science/ Anthropology/ Community Development), Business Management • At least 8 years' experience in community development, community mobilization, resettlement, disaster management, gender and rural development. • Conversant with the participatory tools such as PRA, micro-planning, participative monitoring and evaluation in community development, public building and watsan and rehabilitation activities. The candidate should be well versed with the socio-economic conditions of

					<p>of the Social Management Plans / Resettlement Action Plans and assess and ensure their compliance with the Environment and Social Management Framework</p> <ul style="list-style-type: none"> • Coordinate with relevant agencies (Dept of SC and ST, DoWCD, to assess and address livelihood and empowerment needs of the special population groups in the disaster recovery • Plan and carry out participatory monitoring by village recovery committees (VRC) through the CDOs and NGOs and document lessons learnt for future activities. • Review the periodic progress reports prepared by CDOs and independent monitoring reports prepared by the external M&E Agency and supervision consultants on the preparation and implementation of social plans and plan and implement remedial measure necessary • Ensure mid-term and external evaluation of construction of critical infrastructure of the project, and social action plans and document processes, problems and best practices and lessons learnt. • Coordinate hiring of NGOs/consultants and monitoring their activities and outputs; • Prepare and implement training and capacity building plans of the project functionaries (community mobilizers, field staff) to address social issues associated with the project. • Interact with the Social Development Specialist of the World Bank on social and environmental management activities of the project. • Review and clearance of Environmental sections of DPRs • Review the preparation of necessary Environmental Assessments and Environmental Management Plans for the project • Review and approve the contractor's Implementation plan with the Supervision Consultant for the 	<p>beneficiaries and should be able to communicate in the local language</p> <ul style="list-style-type: none"> • Previous professional work experience in the state and work in the World Bank/ADB assisted projects shall be considered favorably. Fluency in both oral and written English and Hindi/Dogri
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					<p>environmental measures, as per the ESMF</p> <ul style="list-style-type: none"> • Carry out the necessary processes for environmental clearances, including CRZ • Liaise with the various central and state government agencies on environmental and other regulatory matters • Continuously interact with the NGOs and community groups to be involved in the project • Assist the Supervision consultants in establishing dialogue with the affected communities and ensure that the environmental concerns and suggestions from such interactions are incorporated and implemented in the project • Review the environmental performance of the project through site visits and assessment of the periodic environmental and social reports submitted by contractors • Provide support and assistance to the Government Agencies and the World Bank to supervise the implementation of the ESMF during the construction as well as operation stage of the project • Report to the Project Director on the Environmental aspects pertaining to the project • Prepare periodic (monthly, quarterly, and annual) report and document good practices and lessons learnt for dissemination within the GoI and externally • Prepare Environmental due diligence reports as necessary • Organize trainings of the PIU staff on Environmental issues • Manage the GIS based Decision Support System to assist in Monitoring and Evaluation • Provide GIS maps and related geo location information for DRPs • Assisting in the creation of maps as necessary for project reports <p>Any other relevant activity designated by R&RD to ensure proper implementation of the project components.</p>	
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5.	Community Mobilizer	Social Expert/ PIU I&CD	Rs. 70000	The Community Mobilizer will function in close coordination with Social Expert/ PIU and will be responsible for implementation the social mobilization process for the project	<ul style="list-style-type: none"> • Mobilize community for livelihood component • Collection of field level data for livelihood component • Collection of Photography of social processes • At the time of execution of the project, social issues may be raised by individuals/ community. Mobilize, coordinate and solve the issues and document the process. • Since JTFRP is a World Bank assisted project, project implementation guidelines regarding social and environmental issues should be followed. • Solve social issues if raised and document the process • Coordinate with nodal NGO/Block/ District Office • Send monthly report on all achievements <p>Any other relevant activity assigned by I&CD to ensure proper implementation of the project component.</p>	<ul style="list-style-type: none"> • Graduate in Social Sciences • At least 3 years of experience in community development, community mobilization, livelihood disaster management, gender and rural development. • Conversant with the participatory tools such as PRA, micro-planning, participative monitoring and evaluation in community development, livelihood recovery activities. • Fluency in both oral and written English and Hindi Computer literate
6.	MIS Specialist	General Manager/ Project Manager	Rs 80,000/	Responsible for the developing and managing the GIS/MIS systems and databases, producing map-based reports for project monitoring and evaluation.	<ul style="list-style-type: none"> • To coordinate with M&E specialist, IT consultant for designing and developing web-based MIS system for the project. • To develop MIS reporting format and link procurement, grievance redress mechanism and other project components • Manage the GIS based Decision Support System to assist in Monitoring and Evaluation • Provide GIS maps and related geo location information for DRPs • Assisting in the creation of maps as necessary for project reports • To assess effectiveness of data collection and communication as well as undertake appropriate measures to improve the effectiveness • Update PMU on new/emerging information and communication technology and recommend appropriate system up-gradation at all levels • To design and undertake capacity building activities for MIS using staff at various levels • To carry out regular checks and maintain accurate, easily 	<ul style="list-style-type: none"> • M. Tech/B. Tech. in computer Science/ B. Tech IT or M.Sc. IN Statistics with sound knowledge of computer and IT or equitant. • Minimum 5 years of experience in handling the environmental issues regarding restoration and reconstruction projects preferably for externally funded projects • Proficiency in computer skills including experience of MS Word, Excel, Project, and GIS • Fluency in both oral and written English and Hindi/Urdu/ Dogri Priority will be given to candidates with experience in post-disaster reconstruction projects, and working in seismic and flood prone areas.

					<p>accessible and high quality data/information to relevant stakeholders at all times</p> <ul style="list-style-type: none"> • To allocate system storage, plan future storage requirements and to control and monitor user access to the database system • To design and implement processes and systems that ensure data management reports are produced, shared for both internal and external stakeholders • To further develop the MIS system and its reporting capabilities as a tool for the DRM sector to ensure that data is accurate and triangulated across the MIS <p>Any other relevant activity designated by R&RD to ensure proper implementation of the project components.</p>	
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Candidates holding contractual appointment in the Government or in any PSU shall be deemed to be in-service candidate.

4. In –service candidates wishing to apply must apply through proper channel. However, an advance copy should reach the project office before the due date.
5. Application forms can be downloaded from project website under the “Appointments and Postings section. Application forms are also available from project office Hotel Rachna Boulevard, Srinagar, Kashmir on working days from 11.00 AM to 2.00 PM against a payment of Rs.200 in the shape of a DD drawn in favour of Jhelum Tawi Flood Recovery Project and payable at Srinagar/ Jammu”. In case of forms downloaded from the website the cost of form in the shape of DD shall be enclosed at the time of submission of forms in the manner specified above.
6. **ATTESTED PHOTO COPIES OF CERTIFICATES TO BE ATTACHED WITH THE APPLICATION FORM:-**
 Besides photograph to be affixed on the application form, attested photo copies of the following certificates are to be attached with the application form.
 - i. Degree certificates of
 - ii. Marks certificates of prescribed qualification.
7. Application forms, along with relevant documents, should be submitted in the JTFRP office Srinagar in person or by registered post/courier. However, JTFRP shall not be responsible for any postal delays. Kindly note that submission of application, in the form of scanned copy through email, shall not be entertained.
8. The JTFRP reserves the right to reject any or all applications or cancel or defer or annual the selection process of any category of post without assigning any reason.
9. Candidates will be shortlisted on the basis of weight age assigned to merit obtained in qualifying examination and experience as the case may be and called for interview in the ratio of 1:10 (no of posts: no of candidates).

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