



AS-CFMS

Assam Society for Comprehensive Financial Management System

F-228, F Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

WORLD BANK AIDED

ASSAM STATE PUBLIC FINANCE INSTITUTIONAL REFORMS PROJECT (ASPIRe)

TERMS OF REFERENCE (ToR)

FOR HIRING OF HUMAN RESOURCE MANAGER

1. The Government of Assam has taken up the Assam State Public Finance Institutional Reforms Project (ASPIRe), with a World Bank funding of USD 44 million (approx. Rs.274crore). A SPV, Assam Society for Comprehensive Financial Management Systems (AS-CFMS) has been created for this purpose, within which a Project Management Unit has been created.
2. The PMU established under the ASPIRe Project is mainly responsible for coordination of the three PIUs established at Commissionerate of Taxes, Commissionerate of Excise and Directorate of Accounts & Treasuries. The PMU is responsible for Procurement, Contract management and timely release of Payment and is under direct administrative control of Project Director.
3. The Project Director, AS-CFMS now intends to engage **one (1) Human Resource Manager** to support the PMU of all aspects relating to human resource activities of the PMU as well as to extend support to PIU. Overall, he/she will be responsible for all recruitments related activities, training and capacity building activities to the officials of the Society, managing leaves, appraisal, conducting performance review, contract renewals, initiate disciplinary and exit management, .

1. OBJECTIVES OF THE ASSIGNMENT AND SCOPE

The key tasks and responsibilities of the HR Manager will be to Support the PMU in the following:-

- Overall responsibility for managing the human resource and administration function of AS-CFMS
- Assessment of requirement of manpower based on the inputs by the respective functional units
- Responsible for the Recruitment process of AS-CFMS including identification of vacant positions advertisement, short-listing of candidates, arranging the interviews, issuing offer letters to successful candidates
- Maintaining database of employees of AS-CFMS and update the organogram accordingly
- Preparation of job descriptions for positions in the organization and circulating them to relevant personnel
- Consult with and advise employees and other directorate representatives on personnel-related policies and procedures
- Providing training to and evaluation of subordinates and conducting employee appraisals

- Act as a representative of HR function of ASPIRe at various meetings and act as advisor to the board on matters that involve human resource considerations
- Present periodic reports to Chairman / Vice Chairman / Project Director on human resources and administration related issues
- Supervision of payroll preparation and maintenance of employees' records
- Arranging orientation sessions for joiners
- Coaching and counselling of the employees
- Ensure completeness and security of employee's data/record
- Maintaining appropriate controls on utilization of approved budgets for human resource function and
- Take disciplinary actions and handling of employees grievances to maintain a healthy environment
- Maintenance of personal files of employees
- Receiving and processing employee request (i.e. leave, advance, TA/DA etc.)
- Assistance in maintenance of employee records
- Ensuring that staff members follow the disciplinary rules and regulations and shall report any failure
- Maintenance record of the training acquired by the staff
- Responsible for planning and conducting employee orientation sessions
- Maintaining records of personnel, such as hires, rotations, and terminations separately for all the staff
- Preparation of appointment letter, contracts, warning letters and termination letters
- Carrying out performance appraisal of employees
- Preparation of forms to be filled by the newly inducted staff to be used for regulatory requirements, etc.
- Ensuring that Job descriptions of every designation of AS-CFMS are maintained and every staff member is provided a copy of his/her Job description
- Ensuring compliance of induction procedure and termination policies
- Responsible for coordinating with other functions in AS-CFMS

2. OUTPUT/ DELIVERABLES

- Recruitment Plan
- Conducting Performance appraisal and submit recommendation of committee
- Timely payment of Project Allowance and Performance Linked incentives
- Preparation for annual training calendar for different categories of employees
- Periodic Report to PD regarding HR and Administration related issues
- Contract management related to manpower or consultants
- Conducting Motivation session, team outings etc

3. REPORTING AND REVIEW

The Human Resource Manager will report to Project Director/Addl. Project Director.

4. EDUCATIONAL QUALIFICATION AND EXPERIENCE

This position requires dynamic, experienced and analytical professional with demonstrated experience of handling similar activities in Societies specially driving external aided projects. The HR Manager shall:

Essential Qualifications and Experience:

- Must have experience in delivering similar nature of work in State Government/PSU.
- At least 2years MBA with HR or Personnel Management from any Govt. recognized University with overall experience of at least 5 years.
- MBA Degree will be preferred
- Experience in offline and online applications using and working with advanced computer tools.

Desirable Qualifications, Experience and Skill-set:

- Strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills.
- Demonstrated initiative, synthesis, and personal dynamism and self-motivated.
- Good documentation and drafting skills.

Facilities to be provided by the client

- Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- Provide sitting space in the server room along with computer, printer, computer/office consumables, and internet access.

5. DURATION OF THE CONTRACT & REMUNERATION

A. Period of the Assignment / Services:

- The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment would be full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.

B. Remuneration and Payment Terms:

- The remuneration would be as per Level L2 and Grade A of the HR Manual, initial base remuneration would be negotiated during interview based on experience and last pay drawn.
- They will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the SPD, AS-CFMS Society may relax this condition.

C. FACILITATION BY AS-CFMS:

- The Human Resource Manager will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Human Resource Manager will be provided office space in the PMU along with computer, printer, computer/office consumables, internet access, as determined by the Project Director.
- The Human Resource Manager will have to arrange his/her own conveyance facility for attending the PMU. However, for official travel within Guwahati city and for field visits (duly approved by the Project Director) conveyance facility may be provided, whenever available.

6. MODE OF APPLICATION

Please click on the below link to apply online for this job

[Human Resource Manager for ASPIRe - Application](#)

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