



**AS-CFMS**  
**World Bank financed**  
**Assam State Public Finance Institutional Reforms**  
**(ASPIRe) Project**

**Terms of Reference (TOR) for IT Project Manager**

<b>Position</b>	IT Project Manager
<b>No. of Vacancy</b>	One
<b>Qualifications</b>	B.E/ B.Tech./MCA or equivalent and PGDBM/MBA or equivalent Certifications (preferred but not Mandatory) — PMP /PgMP /CAMP / CompTIA Project+ or other industry equivalent certifications
<b>Experience &amp; Skill Set</b>	<ul style="list-style-type: none"><li>• At least 12 years of experience in working with State/Central government, PSU or large IT organization in large scale IT/e-governance project in leading entire project's lifecycle, all phases of IT projects management, execution and implementation</li><li>• Minimum 2 Large Scale IT/e-Governance Project experience in managing various aspects of IT projects.</li></ul>
<b>Reports To</b>	Project Director/Additional Project Director, ASPIRe society
<b>Contract Type</b>	Full Time, initially for a period of 12 months with possibility of renewal on annual basis depending on the performance.
<b>Work Location</b>	Guwahati
<b>Compensation</b>	Rs. 1,50,000- 2,15,000 per month

**(A) Background and Objectives of the Project**

The Government of Assam (GoA) is committed to improve governance in the state and public sector performance. It has already embarked upon a number of specific initiatives to support this objective.

In order to reinforce PFM initiatives already taken, the Government of Assam has proposed to take up the Assam State Public Finance Institutional Reforms (ASPIRe) Project, with a World Bank funding of USD 44 million (approx. Rs.274 crores). The Project's objectives are closely aligned with the key development goals of GoA and responds to its objective to strengthen the state's PFM institutions and systems by enhancing states capability in improved budget execution, enhanced controls and transparency, better cash and debt management and strengthen capacity of institutions through skills upgrading and modernizing IT enabled information systems in key revenue departments and ol' budget & expenditure. In addition, Capacity Building of all the stake-holders will be a core area of this project.

The Project Director. ASPIRe, intends to hire an "IT Project Manager" for managing IT / eGovernance projects/aspects under various initiatives of the ASPIRe and accordingly this TOR has been framed. The Project Director, ASPIRe, is

seeking interested and qualified professionals to apply for the position of IT Program Manager, ASPIRe to manage all the ICT (Information & Communications Technology) projects/aspects of the project.

## **(B) Objectives of the Assignment/Job Summary**

**Objective:** The IT Project Manager is one of the key professionals of the project and he/she will support ASPIRe in managing all the ICT projects under the project, This will include overall management of IT projects with successful initiation, planning, design, execution & roll out, change management, monitoring, controlling and closure of projects. He/ She will coordinate with consultants, vendors and various stake holders in planning and ensure effective, efficient and timely execution, as per schedule of ICT projects and its reporting to senior project management and officials in Govt. of Assam. He/ She will be also responsible for managing IT team members and allocated resources and in building their capacity.

**Job Summary:** More specifically, the IT Project Manager will be responsible for:

- i. Developing project plans, goals, sequencing and budgets; identifying resources needed, Planning complete lifecycle of projects with appropriate sequencing
- ii. Managing/Monitoring multiple IT projects or tasks and track issues on a regular basis, including vendor performance and deliverables.
- iii. Managing, coordinating and overseeing IT project implementations ensuring they are completed on time, within budget and performed as planned
- iv. Advice and lead (as appropriate) on contract management, vendor management, vendor performance and SLA tracking and management
- v. Periodic reporting on project performance at aggregated and dis-aggregated level

The IT Project Manager will work closely with all participating government departments, colleagues in the PMU and PIU's of ASPIRe, and senior management of various projects ensuring meticulous planning, effective, efficient and timely execution of ICT projects and its reporting.

## **(B) Tasks & Responsibilities**

In addition to the responsibilities mentioned under the Job Summary above, the other tasks and responsibilities of the IT Project Manager will include the following:-

- Manage and coordinate the entire project lifecycle process of various IT projects under ASPIRe
- Provide operational advice to all staff on guidelines and procedures for project execution;
- Assess procurement needs as per the project design, evaluate procurement processes; and assist Procurement Specialist in procurement for the projects;
- Liaise with all officers/ consultants of the project as required, and the World

- Bank and keep them all updated on the project implementation aspects;
- Assist Project Director in communications with the Project Team Leader of the World Bank to seek his/ her input and approval at each stage of the project planning and implementation process, as applicable;
- Any other official responsibilities in respect of project planning, execution and implementation as assigned by the Project Director, ASPIRe.

### **(C) Qualifications and**

#### **Experience**

#### **Qualifications:**

- B.E/B.Tech./MCA or equivalent and PGDBM/MBA or equivalent
- Certifications (preferred but not Mandatory) — PMP /PgMP /CAMP /CompTIA Project\*or other industry equivalent certifications

#### **Experience and Skill-set:**

- At least 12 years of experience in working with State/Central government, PSU or large IT organization in large scale IT/e-governance project in leading entire project's lifecycle, all phases of IT projects management, execution and implementation
- Minimum 2 Large Scale IT/e-Governance Project experience in managing all aspects of projects
- Should have understanding of IT Audit, IT Service Management, service delivery management, System Administration, Database Administration, Applications, Network Monitoring, Incident Response & Helpdesk Management tools
- Excellent written and verbal communication Skills
- Experience in IT operations, Network Design & Development, IT infrastructure, IT Security and Risk Management, Business Continuity Planning (BCP), Disaster Recovery Planning (DRP) and experience of working with Finance / tax departments/state Excise departments will be an advantage.

### **(D) Duration of assignment**

The IT Project Manager is required for entire duration of the project. However, continuity of the IT Project Manager beyond 11 months will depend upon his/ her performance. The IT Project Manager will have to serve the ASPIRe Society on full time basis under the overall command of the Project Director, ASPIRe Society and provide services from the PIU at Guwahati. The IT Project Manager would not be permitted to take up any other assignment during the period. The Resignation/ Termination shall be as per the HR Policy of ASPIRe Society.

### **(E) Remuneration and payment terms**

Depending on the qualifications, experience, competency, and also the remuneration/ pay package of the last assignment, the consolidated fixed monthly remuneration of the IT Project Manager will be determined and mutually agreed, which could be in the range between Rs.1,50,000 to Rs. 2,15,000 per month. However, for outstanding candidates the range of remuneration may be extended to some extent. This agreed annual rate shall be inclusive of all taxes, health/ service related insurance, all allowances, cost of accommodation and food at Guwahati,

conveyance to attend the PIU, etc. Taxes as applicable will be dealt as per applicable laws. The remuneration will be enhanced on an Annual basis, based on the HR

Policy of the ASPIRe Society.

Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per entitlement for Grade-I officer of Government of Assam or as per HR Policy of ASPIRe Society. For travel outside the State, the Travelling and Boarding & Lodging expenses will be reimbursed as per approved Bylaws/ HR Policy of the ASPIRe Society.

The IT Project Manager 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 Project Director, ASPIRe Society may relax this condition.

**(F) 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 one office cubicle in the PIU along with computer, printer, computer/office consumables, and internet access. In addition, one laptop computer, along with Internet Data Card (maximum 4 GB per month) may also be provided depending on the intensity of the service, as determined by Project Director.

Provide conveyance arrangements for official travel within the Guwahati city on pool basis, whenever available and also for field visits approved by the Project Director, ASPIRe Society. The IT Project Manager will have to arrange his/her own conveyance facility for attending the PIU.

**(G) Reporting and Performance Review**

The IT Project Manager will report to the Project Director/Additional Project Director, ASPIRe Society. The quality of service and performance of the IT Project Manager will be reviewed by the Project Director / Additional Project Director ASPIRe Society on a monthly basis and the annual performance review will be done as per the HR Policy of the ASPIRe Society.

**(H) How to apply**

- a) Candidates are requested to apply in application format provided with this ToR on or before 23<sup>rd</sup> June 2022. Scanned copy of application form along with other relevant documents should be mailed to [careeraspire@outlook.com](mailto:careeraspire@outlook.com)
- b) Applications in English language may be submitted through **email only** at [careeraspire@outlook.com](mailto:careeraspire@outlook.com). The application format is provided along with this ToR.
- c) Applications received in any format other than the prescribed format shall not be entertained. No application will be received through fax / post / courier / physical delivery.
- d) Candidates applying for multiple posts are free to submit multiple

applications. However, each application should be in separate emails. Cumulative applications in one email will be **summarily rejected**.

- e) The candidates should maintain and operate an email during the duration of the recruitment. **All correspondences will be through email only.**
- f) If a significantly high number of applications are received, the Selection Committee may conduct a written test (either online / offline) which will be communicated through email.
- g) Due to the expected high number of applications, only shortlisted candidates will be called for a personal interview / test. No TA/DA shall be paid for attending the interview.
- h) Canvassing in any form will lead to disqualification and rejection

### **I. Selection Criteria**

The selection committee will select the candidates for the position by the following way

#### Step I: Short listing of application

- i. Application according to the format & within stipulated time
- ii. Basic educational qualification
- iii. Years of Experience Past experience of handling similar types of projects/ assignments

#### Step II: Written test

- i. In case of higher number of applications fixed duration written test will be conducted.

#### Step III: Final Interview (30 Marks)

- i. Attitude (10 marks)
- ii. Communication skills (10 marks)
- iii. Domain Knowledge (10 marks)

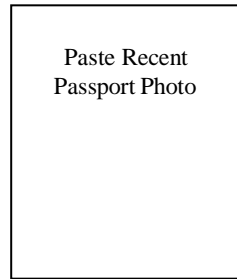
### **J. Related Information**

Candidates not having the requisite qualification are liable to be summarily rejected. Therefore, candidates are advised that they fulfill the prescribed eligibility before applying.

The Department also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

**APPLICATION FORM FOR THE POSITION OF.....**

1. Full Name of the candidate(In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Spouse's Name:
5. Gender:
6. Marital Status :
7. Nationality :
8. Permanent Postal Address (attach a copy of evidence):
9. Police Station:
10. Current Address:
11. Mobile No.:
12. Mobile No. (WhatsApp messenger) :
13. Email ID :
14. Passport No. (If available): .....
15. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
16. Age (As on 1<sup>st</sup>January' 2022) :\_Years\_\_\_\_month(s)
17. Current Designation:
18. Current Employer's Full Address with contact email and phone number:
19. Educational Qualification (attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

20. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

21. Total Professional Experience :\_\_\_\_Years\_\_\_\_month(s)

22. Details of Professional Experience (Starting from latest \*\*)

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

\*\* Attach latest salary certificate.

23. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

24. Languages proficiency:(please tick √)

Sl.	Language	Read	Write	Speak

25. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

26. Names and Addresses of two persons from whom we may seek reference about you: *(The two persons must not be related to you and must have interacted with you for more than 2years in a Professional and/or academic capacity during the last 5 years)*

Sl. No.	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

27. Have you ever been discharged or forced to resign from any position? *(If yes furnish details)*

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :  
Place :

Signature of the Candidate

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/ testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.