

**Terms Of Reference: Recruitment of One Additional Project Manager for Government eMarketplace (GeM) under the World Bank funded ASPIRe project**

**Project/Organization** Assam State Public Finance Institutional Reforms (ASPIRe) /Assam Society for Comprehensive Financial Management System(AS-CFMS), Finance Department, Government of Assam

**Experience** 5 years of experience in specific thematic areas managerial position; In case of graduates the experience in the specific sector shall be over 7 years.

**Type of Contract :** Individual Contract

**Expected Duration of** 11 months from the date of signing the contract.

**Assignment :**

**Background:**

The Finance Department is implementing Assam State Public Finance Institutional Reforms (ASPIRe) with World Bank funding of \$44 million USD (Rs. 274 cr. Approx.). One of the key components of the project is Strengthening Public Procurement Framework and scaling up e-procurement.

As a part of the Project Monitoring Unit (PMU) of ASPIRe Project under the Finance Department, e-Procurement & SPPP Cell is responsible for all SPPP related activities in the state of Assam.

**1. Objective of the Assignment:**

- The Project Director (PD), ASPIRe, intends to hire a Project Manager with expertise of Data analysis to manage activities related to the Government e-Marketplace and roll out the Data Analytics Module.
- The Manager will be responsible for implementation of different tools and strategies to translate raw data into valuable business insights.

- Strong logical reasoning skills, business intelligence and ability to communicate effectively are essential for this position.

### **1.1. Detailed scope of work:**

The Manager for the Government e-Marketplace Cell under the guidance of Project Director/ Addl. Project Director, will perform following duties & responsibilities:

- i) Oversee day-to-day operations and work related to the GeM.
- ii) Provide technical support in implementation of an application (after training on it) on a day to day basis to the respective user in an office(s) in a district etc. this includes on site trainings of staff/ officers of user department in the use of application with reference to input/ output, how to select menu, hands on training etc.
- iii) Coordination with application division in case of problems in the field.
- iv) Providing training to the users related to GeM.
- v) Monitoring all the requests related to GeM, segregate, circulate and close the requests received after successful execution of the same.
- vi) Change Management will be a part of the services.
- vii) Preparation of reports, analysis of procurement related data and identification of key indicators, etc.
- viii) Running and maintaining the reporting system, presenting insights at a weekly meeting.
- ix) Building templates, dashboards in Excel or on other third-party analytics tools for operational and management reporting.
- x) Data extraction as per business request for Ad hoc analysis
- xi) Any other activities assigned by the Project Director/Addl. Project Director.

## **2. Supervision and Performance Evaluation:**

- 2.1. The incumbent will report to the Project Director/ the Additional Project Director will approve their deliverables.

## **3. Minimum Qualification and Experience:**

The incumbent is required to possess:

- 3.1. **Basic Education Qualification:** BE/ B.Tech/ MCA

3.2.

### **3.3. Experience Required (minimum 5 years):**

- 3.3.1. Proven managerial skills with a history of effective management
- 3.3.2. Experience in working on reporting / business intelligence systems,  
Self-possession in using any tools for data analysis
- 3.3.3. Self-motivated and detail-oriented, with notable experience handling multiple projects and tasks.
- 3.3.4. Strong interpersonal and communication skills, with a proven ability to positively interact with staff and clients
- 3.3.5. Willingness to work extended hours and be on-call for other duties, as needed

### **3.4. Other qualities or Requirements:**

- i. Good knowledge of MS office (at least Word, Excel and PowerPoint), Operating system, basic idea of installing different types of software;
- ii. Willingness and ability to work effectively under pressure and ability to multitask;
- iii. Willingness and ability to work in a team;
- iv. Excellent interpersonal skills, strong verbal communication skills in English, Assamese(preferable), Hindi and written communication skills in English, Training skills;

### **3.2. Preferable Requirements:**

- i. Basic Understanding of Government structures, procedures, rules, regulations and Public Procurement;
- ii. Experience in any Government IT implementation related Project;

### **4. How to Apply:**

Candidates are requested to apply in application format provided along with this ToR on or before 17<sup>th</sup> April 2022. Scanned copy of application form along with other relevant documents should be mailed to [careeraspire@outlook.com](mailto:careeraspire@outlook.com).

No hard copies will be accepted.

### **5. Period of the Assignment / Services:**

- 5.1. The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment of the incumbent would be on a

full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary nature and the appointment can be canceled at any time without assigning any reason thereof.

## **6. Remuneration and Payment Terms:**

**6.1.** The remuneration would be as per Level 1 and Grade C (CTP Monthly Rs.55, 000.00 to Rs.90, 000.00 and have the provision of enhancement up to 23% at the time of renewal on the basis of the performance) of the HR Manual, initial base remuneration would be negotiated during interview based on experience and last pay drawn.

**6.2.** Leave Provision: As per HR manual.

## **7. Facilities to be provided by the PMU**

**7.1.** Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

**7.2.** Provide sitting space along with computer, printer, computer/office consumables, and internet access.

## **8. Terms of Engagement:**

- i) The appointment will be purely on contract basis for a period of one year.
- ii) The service may be renewed solely based on performance, output and desired conducts. Department has a right to end the contract at any point of time with a prior notice of one month.
- iii) The successful candidates will have to sign a contractual agreement in the prescribed format.
- iv) The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.

## **9. Related Information**

- i. The candidates should maintain and operate an email during the duration of the recruitment. **All correspondences will be through email only.**

- ii.** Due to the expected high number of applications, only shortlisted candidates will be called for a personal interview.
- iii.** 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.
- iv.** This is a draft indicated ToR only. The Project Director, ASPIRe Project, AS-CFMS reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.

**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. Gender:
5. Maritial Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available): .....
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1<sup>st</sup>July'2021) : \_\_\_ Years \_\_\_ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. 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)					

19. 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.			

20. Total Professional Experience : \_\_\_ Years \_\_\_ month(s)

21. Details of Professional Experience (Starting from latest \*\*)(attach copies of experience certificates):

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

\*\* Attach latest salary certificate.

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

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23. Languages proficiency:(please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of twopersons 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 2 years in a Professional and/or academic capacity during the last 5 years)

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

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

<p><b>Declaration:</b> 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.</p>	
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.**