Assam Society for Comprehensive Financial Management System (AS-CFMS)

(A registered Society under Finance Department of Govt. of Assam)

F-228, F Block, Janata Bhawan, Dispur, Guwahati- 781006

ToR for hiring one (1) Senior IT Project Manager under AS-CFMS

A. Special Purpose Vehicle (SPV) named as "Assam Society for Comprehensive Financial Management System (AS-CFMS)" has been set-up for implementing and managing Public Financial Management Reforms including IT - related projects in the Finance Department and other revenue generating departments

B. The society is currently headed by a Project Director and a Additional Project Director with a mix of government personnel on deputation and consultants engaged on a contractual basis. Currently, the society is implementing a World Bank Externally Aided Project named ASPIRe (Assam State Public Finance Institutional Reforms).

C. The project collaborates with various international and knowledge partners such as the IMF, UNICEF, NIPFP etc. thereby having a exposure to best practices of international standards in public finance and other such cross learnings from other states.

D. Notwithstanding the closure of the ASPIRe Project the society shall continue to function in order to sustain and bolster the reforms that were undertaken as a part of this project.

E. The Project Director, AS-CFMS, intends to hire an "IT Project Manager" for managing IT / e-Governance projects/aspects under various initiatives of the ASPIRe and accordingly this TOR has been framed.

1. **Objectives and Scope of the Assignment:**

The Senior 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.

The Senior IT Project Manager will be responsible for:

i.   Overall management of IT projects with successful initiation, planning, design, execution & roll out, change management, monitoring, controlling and closure of projects.

ii. Managing IT team members and allocated resources and in building their capacity.

iii. Coordinating 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.

iv. Developing project plans, goals, sequencing and budgets; identifying resources needed, Planning complete lifecycle of projects with appropriate sequencing.

v. Managing/Monitoring multiple IT projects or tasks and track issues on a regular basis, including vendor performance and deliverables.

vi. Managing, coordinating and overseeing IT project implementations ensuring they are completed on time, within budget and performed as planned

vii. Advice and lead (as appropriate) on contract management, vendor management, vendor performance and SLA tracking and management

viii. Periodic reporting on project performance at aggregated and dis-aggregated level

ix. 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.

x. Manage and coordinate the entire project lifecycle process of various **IT** projects under ASPIRe.

xi. Provide operational advice to all staff on guidelines and procedures for project execution.

xii. Assess procurement needs as per the project design, evaluate procurement processes; and assist Procurement Specialist in procurement for the projects.

xiii. Liaise with all officers/consultants of the project as required, and the World Bank and keep them all updated on the project implementation aspects.

xiv. 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.

xv. Any other official responsibilities in respect of project planning, execution and implementation as assigned the Project Director, ASPIRe.

2. Reporting and Review:

The Senior IT Project Manager will report to Project Director/Addl. Project Director or any other officer assigned for the purpose.

3. 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.

3.1 Essential Qualifications and Experience:

- 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

3.2 Desirable Qualifications, Experience and Skill-set:

- At least 11 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.

4. How to apply:

Candidates are requested to apply in application format provided with this ToR within 21 days of the advertisement. Scanned copy of application form along with other

relevant documents should be mailed to hr.ascfms@gmail.com. No hard copies will be accepted.

5. Selection Criteria:

The following steps will be taken to select candidate in most transparent and fair manner:

Step I: Short listing of applications on the basis of those fulfilling essential and desirable qualifications.

Step II: Written test (if project decides so in case of higher number of candidates)

    i)   The written test will be held to test knowledge in IT domain.

Step III: Final Interview- In all cases interview shall be held to test the following:

    i)   Knowledge of the candidate in IT domain.
    ii) Communication Skills including writing skills.
    iii) Attitude and aptitude towards work at hand.

6. Period of the Assignment / Services:

The assignment will be for a period of two years and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be full time basis and selected candidate would not be permitted to take up any other assignment during the period.

7. Payment Terms and leave eligibility:

- The remuneration would be as per Level L1 and Grade A of the ASPIRe HR Policy Manual with monthly CTP of INR 1,50,000–2,15,000. Initial base remuneration would be negotiated during interview based on experience and last pay drawn. However, for candidate having exceptional qualification, performance, experience, higher pay package may be negotiated and considered.
- Selected candidates will be eligible for an annual Casual Leave of 12 (twelve) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 14 (= 12+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of maximum of 10 days in a year may also be granted subject to production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP. Notwithstanding above, the Project Director, AS-CFMS may grant other special leaves subject to proper justifications.

8. Facilitation by AS-CFMS

- The Senior IT Manager will be given access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

- The Senior IT Manager will be provided with 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 PD.

- The Senior IT Manager will be provided 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 Senior IT Project Manager will have to arrange his/her own conveyance facility for attending the PIU.

9. Other Details:

- This is an indicative ToR only. The Project Director, 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.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
- Date of interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact HR, ASPIRe at email Id: clarifications_aspire@outlook.com.

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 1stJanuary 2023)* :_____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.*

Paste Recent Passport Photo

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

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 two persons from whom we may seek reference about you:

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

(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)

26. **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 :   Signature of the Candidate

Place :

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.