

Details for Recruitment in Project Management Unit, Assam Skill University Project

Sl.	Position in PMU	Brief Job Description	Proposed Qualification	Salary Range (in INR)	Post
1	Finance Manager	Manage the finance and budget activities of the project. Ensure ADB finance guidelines and reporting are strictly adhered with. In consultation with ADB and the National and State government, establish the fund flow procedures and mechanism of the project	Chartered accountant with a master's degree in business studies. As least 15 years of experience in Finance with work experience in ADB or World Bank financed projects	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM	1
2	Procurement Manager (civil & consultancy)	Prepare the bid documents for civil work and consultancy packages, process the bid evaluation, coordinate with ADB from bid preparation, evaluation, to award of the contracts. Adhere to ADB procurement guidelines and timeline of all procurement packages.	Professional procurement qualification with a Master degree in engineering. Minimum 10 years of work experience with at least three years working on a project financed by Asian Development Bank, World Bank, or other multi-lateral organization.	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM	1
3	Procurement (Training Equipment)	Prepare the bid documents for training equipment and furniture packages, process the bid evaluation, coordinate with ADB from bid preparation, evaluation, to award of the contracts. Adhere to ADB procurement guidelines and timeline of all procurement packages.	Professional procurement qualification with a Master degree in engineering. Minimum 10 years of work experience with at least three years working on a project financed by Asian Development Bank, World Bank, or other multi-lateral organization	Rs. 1.00 Lakhs to Rs. 1.25 Lakhs PM	1
4	Gender & Indigenous People Specialist	Prepare the required initial report for project processing. Prepare the quarterly report of the respective reports. Supervise the implementation of GAP and IP plan during project implementation.	Master degree in social science. Five year of experience in gender / indigenous people work. Experience working on ADB financed project or other multi-lateral organizations.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM	1
5	Accountant	Prepare the book-keeping of the project.	Chartered accountant with 10 years of experience as an accounting professional. Able to prepare a full book of accounting.	Rs. 0.75 Lakhs to Rs. 0.90 Lakhs PM	1

Key information:

1. The applicants should submit their applications duly signed containing their up to date bio data along with copies of educational & professional qualifications, work experience, testimonials, etc. to the email I'd asup.recruitment@gmail.com and also provide hard copies at ASDM head office i.e. Assam Skill Development Mission, 5th Floor, Katabari, DPS Road, NH-37 Garchuk, Guwahati-781035 through post.
2. The subject line in the email/envelop should contain Application for the post of _____ (fill in the name of the post applied for)”
3. Application will be received from 1st November 2021 to 15th November 2021 up to 5:00 PM. Applications received after the said date and time will not be considered for evaluation. ASDM will not be responsible for any technical problems that may arise for submission of application.
4. Applications received incomplete or without containing the mandatory documents as per the requirement of the position or as mentioned in clause 1 above will be rejected and not considered for evaluation.
5. After scrutinization eligible candidates will be called for the interview.

Sd/-
Officer on Special Duty
Assam Skill Development Mission