

Terms of Reference for Procurement Executive Assam Skill University Project

A. Background of the Project:

The Assam Skill University is being setup under External Aid Project (EAP) funded Asian Development Bank. The value of Project is \$140 Million (Rs.1,016.68 Cr) including the government share of 20%. The state government has allotted 250 bighas of land in Mangaldai for the Assam Skill University. The university has started its initial activities from city office at Guwahati and the construction work has started from the month of November, 2022 at Mangaldai campus as well.

Project Management Unit (PMU) of Assam Skill University is responsible for day-to-day management of the Assam Skill University Project.

Name of the Post- Procurement Executive

Qualification:

Graduate/ Post Graduate from any Govt. recognized University in any subject

Experience:

- At least 5 years of experience in public procurement related functions, with minimum 3 (three) years as procurement executive in Asian Development Bank/World Bank/ JICA/ any Externally aided projects.
- Working experience in Assam Govt. eProcurement portal (assamtenders.gov.in), SPPP Portal and GeM portal is mandatory.
- Computer Skills: Advanced skills in Microsoft Office software including in MS Word, MS Excel, MS Power Point, etc., and Internet, email etc.
- Proven practical skills in the area of procurement and contract administration aspects.
- Demonstrated knowledge of ADB procurement policies, best practice, systems and tools.
- Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills;
- Excellent organizational skills;
- Excellent accuracy with keen attention to detail;
- Self-motivated, high level of zeal and enthusiasm in all endeavours, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines;
- Ability to work both independently and as well as in a team;
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
- Good command over English language, and oral communication skills;

Brief Job Description:

- Assist Procurement Specialist / Procurement Manager of Project Management Unit (PMU) throughout the procurement process;
- Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;
- Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare Minutes of the Bid Evaluation/Consultancy Selection Committee meeting of PMU, taking into account applicable policies, procedures, guidelines/ best practice;
- Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;
- Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis;

- Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;
- Prepare procurement documentation to ensure the application of and compliance with Asian Development Bank's procurement policies and procedures applicable for ASUP and best practice and assure the integrity of the procurement process;
- Provide reference and guidance to other Support staff of the PMU on Asian Development Bank procurement policies and procedures and best practice throughout the contract administration process;
- Assist in finding viable solutions to contract administration issues;
- Assist during Post Procurement Audit by the Asian Development Bank/Consultants engaged for the task;
- Ensure that any issues and/or deviations from Asian Development Bank procurement policies and procedures are highlighted to the Sr. Procurement Specialist/ Procurement Manager of Assam Skill University Project (ASUP)/PMU for necessary action/resolution;
- Any other official responsibilities as assigned by the Chief executive Officer, PMU.

Remuneration:

- The monthly remuneration would be Rs.35000/- to Rs.50000/- per month depending on the candidate's qualification, experience and competency and will be fixed during negotiation. Taxes as applicable shall be dealt with as per applicable laws.
- In exceptional cases, if the last drawn salary is higher than the maximum salary assigned for the position the CEO-ASUP may fix the salary with some hike based on the last drawn salary by such candidates

Age: Age of the candidate should not be more than 38 years as on 16.08.2024. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.

Tenure / Duration:

The contract will be initially for a period of Eleven Months (11 months) with a provision of further extension of Eleven Months (11 months) up to the end of the project subject to satisfactory performance.

Other Terms & Conditions-

- a. No TA/DA is payable for attending the personal interview/ Test.
- b. ASUP reserves the right to modify the required qualification/ experience at any stage during the recruitment process depending on the number of applicants.
- c. In case, sufficient candidates with requisite experience in the field cited above are not available, ASUP may select candidates having lesser years of experience for appointment.
- d. Last Date of submission of application- **16.08.2024 up to 5.00 P.M.**
- e. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
- f. Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- g. The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
- h. Completed application in prescribed form along with scanned copies of self-attached documents of qualification and experience should be emailed to **asup.recruitment@gmail.com** or hardcopies of the same may be submitted to-

**The Chief Executive Officer,
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