

Terms of Reference for Finance Manager 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 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 last year 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.

Post Name- Finance Manager

Qualification:

- Post Graduate in Commerce or MBA/ PGDBM in Finance or CA / ICWA.

Work Experience

1. 10 years of Post Qualification professional work experience in financial management and accounting practices in Govt. Organization/ Private Organisation. Preference will be given to candidates having previous experience of working in Externally Aided Projects.

OR

2. 05 years of Post Qualification of professional work experience in financial management and accounting practices in Govt. Organization/ Private Organization in case of **CA or ICWA**. Preference will be given to candidates having previous experience of working in Externally Aided Projects

Skills Required:

Knowledge and Proficiency of Tally Prime is mandatory. Proficiency in MS Office is also mandatory.

Remuneration:

The monthly remuneration would be Rs. 1,00,000-1,20,000/- per month depending on qualification, experience and competency of the candidate. In case of the last drawn salary of the candidates is less than the minimum salary assigned for the position, a maximum of 30% hike on the last drawn salary may be considered.

Tenure / Duration:

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