

ToR for Project Officer

Essential Qualification:

1. Master Degree from any Govt. recognized University/Institutions.

Experience:

- Minimum 15 years' experience in Partnership management with service providers both public and private, coordinating relationship with project stakeholders as well as external resource agencies
- Knowledge of Team building across the project and handholding on project management, performing administrative function, financial management and conflict resolution to district and other units.
- Knowledge of project-based studies, evaluation and research assignment.
- Knowledge of quality control practices
- Should have experience in EAP project overall handling.

Skills and Competencies

- Knowledge of planning, monitoring, execution and overseeing the team performance. He/ She should develop a comprehensive project plan including the timelines and schedules
- Team management skills
- Strong analytical skills, presentation and communication skills.
- Must be well versed with Project monitoring. Monitor the project progress, identify and address issues and risks on time.
- Knowledge of construction monitoring and supervision, procurement and project management techniques
- Skills in the management of handling data/ deliverables
- Strong analytical skills, presentation and communication skills.
- Other Skills and experiences: Computer proficiency in MS Word, Excel, and Power Point.

Key Job Responsibilities:

- Responsibility is to supervising the overall project but not only limited to site supervising.
- Responsibilities Support the bank in ensuring that project design helps to address Bank's corporate commitment on gender and citizen engagement
- Identify project KPIs and ensure regular reporting of progress to program stakeholders
- Project Officer will be having the responsibilities from start to finish of a project.
- The responsibilities of the Project Officer has been described under following two parameters.

Operational Responsibilities:

- Quality Control: Project Officer is responsible for maintaining overall quality of the project. He/ She will ensure the work is done as per standard construction procedures.
- Implementing policies: Project Officer is responsible to implement government policies and other policies related to construction.

- Maintaining construction schedule: Project Officer is responsible for timely-finish task according to schedule. He/ She will distribute duties among staffs. Review the schedule weekly or monthly and take necessary steps if target isn't achieved.

Managerial Responsibilities:

- Managing staff members: Project Officer will evaluate staff members, train up them and ensure more output from them.
- Reporting: He/ She has to report timely to project manager about project progress.
- Stakeholder handling: A supervisor will briefly describe about the project to World Bank representatives and other stakeholders when they visit the project.
- Sub-contractor handling: He/ She will continually monitor sub-contractor's performance and make them understand owner's policy and operating procedure.
- Cost controlling: Identifying variances and reducing wastage by effective management, a supervisor will control the cost of a project and thus meet the project budget.
- Maintaining work environment: By following and enforcing standard procedures and regulations, he/she'll keep the work environment secure, safe and healthy.

Remuneration:

Indicative consolidated remuneration will be in the range of Rs. 1,50,000/- per month or 30% hike on the existing remuneration whichever is less. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Exact remuneration payable will be determined as per HR Policy of AIWTDS which is being finalised.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.