

State Project Implementation Unit (SPIU)
National Cyclone Risk Mitigation Project
1st Floor Main Building
Revenue & Forests Department (Relief and Rehabilitation)
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Adv. No:DMU-2015/CR-168/DMU-1

Date: 16th June 2017

NOTICE

The Government of Maharashtra is also recipient of the credit and State Project Implementation Unit; Relief & Rehabilitation department, Government of Maharashtra will implement the relevant component of the project in Maharashtra. The state Project Director, SPIU, NCRMP, Relief & Rehabilitation is inviting applications for the post given in table. This post will be filled mainly on the basis of contract/co-terminus with the project.

Further details Qualification along with ToR are available at www.maharashtra.gov.in The last date for submission of Application is 30th June 2017.

Sr.No.	Designation	No.of Post	Salary in Rs per month
1	Assistant	1	35,000

Interested candidates may apply till 30th June 2017 at 15:00Hrs. giving full particulars of educational qualifications, experience etc. covering all details as mentioned above, in a sealed envelope along with a latest passport size photograph addressed to State Project Director, State Project Implementation Unit (SPIU), National Cyclone Risk Mitigation Project, 1st floor (DM) Revenue & Forests Department (Relief and Rehabilitation), Mantralaya, Mumbai 400 032.

**State Project Director, SPIU, NCRMP II
Relief and Rehabilitation Department ,
Government of Maharashtra**

Term of Reference (ToR) for Hiring of Assistant in State Project Implementation Unit (SPIU) for National Cyclone Risk Mitigation Project (NCRMP)-II, Maharashtra

Duty Station: Mumbai, Maharashtra

Reporting to: SPIU Project Director

Background

The National Cyclone Risk Mitigation Project (NCRMP) is a pioneer project drawn up by Ministry of Home Affairs (MHA), Government of India (GOI) to be implemented in 13 Cyclone prone coastal States/UTs with World Bank assistance. The overall objective of the project is to minimize risk and vulnerabilities to cyclones, to strengthen the structural and non-structural cyclone mitigation efforts and to build capabilities and capacities of people for cyclone risk mitigation in harmony with the conservation of coastal ecosystems in coastal cyclone hazard prone States and Union Territories.

Considering the vulnerability of the state, Maharashtra is chosen as one of the states under the National Cyclone Risk Mitigation Project, Phase II. The main Components of the project are for construction of Multipurpose Cyclone Shelters (MPCS), Saline Embankment and Underground Cabling. The project in Maharashtra will be implemented in the six coastal districts by Relief and Rehabilitation Department, Government of Maharashtra through three line departments.

To support the timely implementation of the project, SPIU, NCRMP proposes to recruit Sector experts/specialists.

Overview of the position

The primary scope of work of the Assistant is to help the State Project Implementation Unit in Secretarial Service, data entry, handling of files, field work in coastal areas, assisting SPIU team in data collection and different kind of survey. Any other project related works assigned by the Project Manager. She/he will report to the Project Director and other duties/responsibilities include, but not limited, to the following:

Scope of work

- 1) Take dictation, rendering transcripts and doing general typing work.
- 2) Shall undertake duties as directed by the Project Director / Project Manager.
- 3) Shall shoulder the responsibilities of the administrative and office support work assigned by the project officers.
- 4) Strong organizational skills so as to shoulder multi-tasking work such as the work of personal assistant, office assistant and administration assistant.
- 5) Assist in operational backstopping of office and field projects by ensuring timely provision of suitable inputs such as equipment, stationary and other utilities required.

- 6) Assist in coordination of activities for visitors to the field project and other sites including making hotel reservations and arranging transport in consultation with relevant officer(s)
- 7) Receive and transmit all faxes and keep record and the accounts / projects to be charged
- 8) Receive and make telephone calls and keep record of all these calls and the relevant accounts or projects to be charged.
- 9) Maintain a schedule of planned meetings and attend to routine correspondence and administration functions especially in the absence of the officers.
- 10) Provide photocopying and document binding services as requested.
- 11) Provide filing services, archiving and offer circulation of mail service within the office.
- 12) Provide errands, travel and banking services as required.
- 13) Work with the relevant officers on arrangement of workshops / meetings materials.
- 14) All other duties as assigned by the Project Manager.
- 15) Assist in preparing brochures, periodic reports, and articles on grant programs, and reports, speeches and presentations for lectures and special events, as and when required.
- 16) Respond to any defect of the operating system and ensure timely rectifications
- 17) Internet / email communication skills.
- 18) Commitment to SPIU and its mission
- 19) Attend visitors and maintain tour Diary
- 20) Arrange travel schedule and reservations for officers as needed
- 21) Maintain up-to-date contact list of line & other stakeholder
- 22) Maintain the general filing system and file all correspondence

Qualification:

The **Assistant** shall be a Graduate in any discipline and should have minimum of 5 years work experience of supporting at the executive level in Government office/NGO/ Private Company

Professional should have high degree of computer literacy, writing skills in written and verbal communication in both English and Marathi

Good Proficiency in English and Marathi typing and good knowledge of English or equivalent course.

Remuneration: Rs.35, 000/-per month (Consolidated)

Terms of appointment

- Appointment is purely on contract basis
- Duration of appointment will be 1 year, subject to further renewal
- The individual will report to the Project Director, SPIU and work in close coordination with the staff of SPIU
- Individuals will be located at the office of SPIU and will travel to project areas as required under the direction of Project Manager
- In the event of information given in the Application form or any other documents is found to be false information/incorrect documents, even after joining with SPIU, their services are liable to be terminated.
- SPIU, NCRMP, Department of Relief and Rehabilitation reserves the right to recruit or not to recruit against any position advertised.
