

DHANBAD MUNICIPAL CORPORATION, DHANBAD
BANK MORE, DHANBAD, 826001.

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Dhanbad Municipal Corporation, Dhanbad hereby re invites applications for the following Qualified Personnel for the proposed **project implementation Unit (PIU) FOR INFRASTRUCTURE DEVELOPMENT PROJECT& BSUP under JnNURM**

1	Project Coordinator- 1 No	2	Municipal Finance Officer – 1 No.
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1. The Scope of service, qualification and experience requirement and deliverables for the above positions shall be based on the same as elucidated in annexure -2 & 3 of the JNNURM Toolkits (**UIG & BSUP**) for project Implementation Unit, October 2008 (www.jnnurm.nic.in) Dhanbad Municipal Corporation will enter into an agreement with selected candidates for a period not exceeding three years, to be reviewed annually based on performance, outputs and desired impact.
2. Interested qualified persons that meet the job requirements of the indicated position may send their capability statement demonstrating their experience and capabilities; including CVs of Qualified professionals in their related field for the required position mentioning "Application for the PIU- should reach to Administrator, Dhanbad Municipal Corporation, Dhanbad or send on our email:- ghanbadmunicipalcorporationadm@gmail.com upto 15/03/2010. Application not having proper information shall be outrightly rejected.
3. Applicants shall be called for interview later on and **no any T.A. & D.A. will be paid to the applicants for attending the interview.**
4. Discretion to cancel or re-invite application if required without assigning any reasons solely lies with the Administrator, Dhanbad Municipal Corporation, Dhanbad.
5. Selection of personnel shall be done by committee headed by Deputy Commissioner,
6. Scope of work and information should be collected from Dhanbad Municipal Corporation, Dhanbad from **08/03/2010 to 15/3/2010** or may be downloaded from website www.dhanbad.nic.in
7. Applicants are required to mention their monthly and yearly Gross Professionals charges clearly
8. For the Post Sl. No. 01 will get upto maximum salary of Rs. 50,000.00 per month & SL. No 2 will get upto maximum salary of Rs. 25,000.00 per month.

-Sd-
Administrator
Dhanbad Municipal Corporation, Dhanbad

Memo No. - 60 Dated:- 24.02.2010

Copy to: - Editor, Hindustan/ Prabhat Khabar/ Danik Jagran and AAJ Dhanbad in one day publication of size (10 cm x 10 cm)

-Sd-
Administrator
Dhanbad Municipal Corporation, Dhanbad

Memo No. - 60 Dated:- 24.02.2010

Copy to: -Shivesh Publicity, Kutchery Road. Ranchi for Publication of this Notice in Times of India, Delhi, Prabhat Khabar, Ranchi & Danik Jagran (NCR) in one day publication of size (10 cm x 10 cm) .

-Sd-
Administrator
Dhanbad Municipal Corporation, Dhanbad

Memo No. - 60 Dated:- 24.02.2010

Copy to: - Secretary, Urban Development Department, Jharkhand, Ranchi for kind Information.

-Sd-
Administrator
Dhanbad Municipal Corporation, Dhanbad

1. Project Coordinator (Housing & Slum Development)

Scope of Work

The incumbent has a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to:

- Support in Project Planning: Supervision of preparation of DPR keeping in view the specific requirements of (a) the area being developed and (b) the intended beneficiaries;
- Ensuring that the designs of houses, lay outs etc are of acceptable standards
- Identification of beneficiaries and their needs through socio economic surveys.
- Operationalising the DPR- ensuring connectivity with city wide infrastructure facilities especially in areas of water supply, sanitation and drainage
- Activity Planning and Scheduling to avoid time & cost over runs
- Monitoring physical progress.
- To implement infrastructure projects in slums and urban reforms
- Design & monitor implementation of City Development Plan, Detailed Project Reports etc. with focus on housing for urban poor, slum development, and provision of infrastructural facilities to urban poor. etc
- Advice on Construction Management : Assistance to SLNA in obtaining requisite clearances; detailed planning of implementation; material & supply chain management; quality assurance and benchmarking
- Advice on Financial Aspects of Project Management: Fund flow management; monitoring and managing leakages, cost overruns etc; work completion certificates and Payment certificates; preparation of utilization certificates; financial closure of project account etc.
- Issues of sustainability of created assets, and other social and institutional risks at ULB level
- Look after works related to SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives

Qualifications

Senior engineer (B.E or M.E – Civil) / town planner (degree in town planning) with at least 5-10 years experience in a managerial position in a large State Government/ PSU in the area of township planning, lay-out designing etc.

- _ Experience in slum development and local infrastructure, including in-situ slum development
- Strong communication and computer skills
- Any earlier involvement with JNNURM will be an added advantage.

2. Municipal Finance Officer

Scope of Work

The Municipal Finance Officer shall play a key role in the accounting reforms initiatives. He/ She shall work with the Accounts Officer and the existing accounting team of the D.M.C. to undertake all preparatory work , data migration, training initiatives, piloting, implementation, trial runs, etc. of the reforms.

The ToR shall include but not limited to the services indicated below.

- Assistance to the D.M.C. in preparatory work for implementation of the D.M.C. reforms.
- Implementation of reforms related to Double entry based accrual accounting.
- Reporting on the following reforms:
- Enactment of Public Disclosure law
- Internal earmarking budgets for basic services to the urban poor
- Property tax reforms to improve and collection efficiency
- Levy of User charges
- Stamp duty rationalization
- Rent control
- Feedback to D.M.C. leadership on constraints being faced in implementation in line with agreed work plans
- Facilitate credit rating exercise as and when undertaken The Municipal Finance Officer shall also work with the current Finance Officer and play an important role in revenue potential assessment, financial analysis of revenue and expenditure, explore potential for raising debt capital for projects, assess financial viability of investment plants of the D.M.C. More Specifically:
- Render advice an all financial matters. Coordinate with all Government and funding agencies on all financial matters
- Undertake detailed revenue potential assessments together with Revenue Department staff; contribute to cost reduction analysis in the utility departments of the D.M.C.
- Facilitate Public Private Partnership in new project and assist in bid process management, negotiations, contract management and other financial aspects of the project.
- Manage fund flows from funding agencies, SLNAs and private sector for projects
- Develop innovative approach towards capital financing
- Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

Qualifications and Experience

The incumbent should be from a finance/commerce background. She/He should be a Chartered Accountant or Cost Accountant or MBA with specialization in finance.

Thorough knowledge of Accounting Standards, and other pronouncements of the ICAI

The person should have 5-10 years experience in handling financial matters of Government Agency/Development Authority/ public Sector and should be conversant with accounting on an accrual basis. Experience in working of municipal environment would be an added advantage

Exposure to handling loans for project purposes is desirable

Ability to work in a team and train staff on the job to use systems and assist in addressing day to day issues.

Deliverables and Reporting

The following are some of the expected deliverables:

Within three months of joining, produce a road map for Implementation of reforms in accounting, property tax, recovery of User charges, and related issues

Monthly progress report on activities, issues and recommendations and work plan for following month.

The Officer shall report directly to a senior level designated supervisor and discuss progress achieved under the Mission on regular basis to ensure that objectives directives identified are met in an efficient manner.