

Government of Bihar
Public Health Engineering Department
Neer Nirmal Pariyojna -NNP,
(Rural Water Supply and Sanitation Project)
District Project Management Unit (DPMU)
P.H.Division,Begusarai

Walk in Interview

Walk in Interview for the following post is scheduled as below:

Name of post	No. of Post	Walk-In-Interview Date	Reporting time
3. Financial Management Specialist	01	25.02.2019	09:30 A.M
4. Environmental Specialist	01	25.02.2019	09:30 A.M

Walk-In-Interview Venue/ address:

Collectorate Meeting Hall, Begusarai


Email ID- dpmunnpbegusarai@gmail.com


Detail of ToR and other information are available on <http://phedmis.bih.nic.in> /
<http://www.bswwmpatna.org> / <https://begusarai.nic.in>

Important Instruction:

- Person who reports on time in person shall only be allowed for appearing in interview.
- Scrutiny of CVs will be done from 10:00 AM to 11:00 A.M
- Interview time 11:00 A.M onward till office hour.
- Applicants should come with following documents/certificate at the time of reporting for Walk-in -Interview:
 - c) Two attested photographs.
 - d) Original Certificate of all Educational Qualifications & Experience and a Xerox copy of all documents (to be submitted).
- No TA/DA will be provided to participate in the Walk-In-Interview.

The Executive Engineer –cum- DPM, DPMU,Begusarai reserves the right to cancel the notice without assigning any reason thereof.


Executive Engineer-cum-DPM
DPMU,P.H Division,Begusarai


5.2.19

152

Bihar State Water and Sanitation Mission
Vishveshwaraia Bhawan Complex, Bailey Road, Patna-15

Term of Reference for Financial Management Specialist

1. **POSITION:** Financial Management Specialist (01)

2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Project Management Unit in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, financial activities coordination and expenditure related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide Financial Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. **DUTY STATION**

District Headquarter (as per advertisement).

6. **DURATION**

Up to **31st March 2020**. The agreement period may be extended if project period is extended beyond 31st March 2020.

The agreement may be terminated through one month notice from either side of one month's professional fee in lieu of notice period.

7. **SUPERVISOR**

District Project Manager cum Executive Engineer, PHED.

8. **Desired Qualification and Experiences**

Minimum in Master Degree in Commerce/ MBA, 5 years of relevant working experience

OR Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer

9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Prepare realistic budgets of DPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the DPMU accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which She/he perceives to be a potential bottleneck in project implementation to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Financial Progress report on Project Implementation
- b. Monthly status on district level programme implementation and expenditure/planning of activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced Financed based MIS implemented within districts

12. Age : Not More than 65 years

(50)

Bihar State Water and Sanitation Mission
VishveshwaraiaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Environmental Specialist

1. **POSITION:** Environmental Specialist (01)

2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Project Management Unit (DPMU) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, institution building activities coordination and organization development related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide technical assistance in environment and water quality issues and integrity, judgment and tact in handling the sensitive, diverse and confidential materials

5. **DUTY STATION**

District Headquarter (as per advertisement).

6. **DURATION**

Up to **31st March 2020**. The agreement period may be extended if project period is extended beyond 31st March 2020.

The agreement may be terminated through one month notice from either side of one month's professional fee in lieu of notice period.

7. **SUPERVISOR**

District Project Manager-cum-Executive Engineer, PHED

8. **Desired Qualification and Experiences**

Post Graduate Degree in Science/ Environment science/Graduate Engineer in Environment

- 5 years of relevant experience in the water and sanitation sector
- Experience of working in community based rural water supply and sanitation sector
- In-depth understanding of environment and water quality issues
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential materials
- Strong communication skill in English, Hindi and Local Language
- Must be computer literate.

9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages.
- Ensure that environmental assessment is an integral part of planning and preparation of the proposed schemes of water supply and sanitation.
- Report to the SPMU and the World Bank on Environment Management Framework/Plan (EMF/EMP) compliance progress as part of regular program reporting requirements. Support in the implementation of EMF/EMP for the projects.
- Support in environmental sanitation activities as per the project design.
- Support in implementing communication and capacity building activities relevant to environmental safeguards.
- Support DPMC/SOs in implementing environmental safeguards s adopted in the project
- Support water quality program of project in terms of planning, capacity building, implementation, surveillance, monitoring and data analysis
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Organisation Development Activities Progress report related to Project
- b. Monthly status on district level domain specific progress report
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced target v/s achievement based MIS implemented within districts

12. Age : Not More than 45 years



**Application for the Post of :-
District Project Management Unit (DPMU), Begusarai
(P.H.Division, Begusarai)
(Use Capital Letters Only)**

1. Name:-
2. Father's Name:
3. Sex (M/F):
4. Address for Communication:

Paste Here your
Recent
Photograph and
sign it across

5. a) Contact No (STD):
b) Mobile No.:
c) Email ID:
6. Date of Birth:
7. Educational Qualification: (As on the date of application)

Examination	Name of University/Institute	year of Passing	Percentage of Marks/ Division	Subject Specialization
Graduation				
Post Graduate				
Technical Qualification				
Other				

8. Member of Professional Association:-

9. Other Trainings (Indicate Significant Training : (use separate sheet if desired)

10. Work Experience

Organization/ Department	Designation/Post	Duration		Total years & Month of Work Experience	Nature of Works
		From	Till		

11. Last Salary Remuneration Fee Drawn:

12. Certification:

I the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes myself My Qualification and Experience. I understand that any willful misstatement described herein may lead my disqualification dismissal. If engaged.

Date:

Place:

(Signature of Candidate)

A