

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22,

No. DME/PMU/138/2021/16491

Dated: 09/08/2022

Recruitment of Project Management Specialist (PMS) position for setting up of Project Implementation Unit (PIU) at Directorate of Medical Education, Assam for the JICA funded "Assam Health System Strengthening Project"

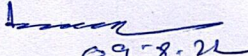
In continuation of this Directorate Advertisement No. DME/PMU/138/2021/11191, Dated: 18/05/2022, Director of Medical Education on behalf of Project Director, JICA Health Project invites applications to fill up the following position on contractual basis for a period of 11 (eleven) months initially.

| Sl. No. | Name of the Post | No. of vacancy |
|---------|-------------------------------------|------------------|
| 1 | Project Management Specialist (PMS) | 1 (one) position |

Filled up application form along with all necessary documents should reach the office of Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22 on or before **18th August, 2022**. No applications shall be received after the last date of submission.

The detailed advertisement along with the application form are uploaded in our official website <https://dme.assam.gov.in>

The Candidates, who have applied and shortlisted vide Notice No. DME/PMU/138/2021/15827, Dated 28-07-2022 need not apply again.


09-8-22

Director of Medical Education, Assam



GOVERNMENT OF ASSAM
OFFICE OF THE PROJECT DIRECTOR
(JICA FUNDED ASSAM HEALTH SYSTEM STRENGTHENING PROJECT)
DIRECTORATE OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-781022

No. DME/PMU/138/2021/ 16491

Dated: 9/08/2022

Project Summary

The JICA funded “Assam Health System Strengthening Project” has been undertaken by Health & F. W. Department Government of Assam with an objective to improve the quality of Medical Services by comprehensively promoting the development of public medical institutions in the state of Assam. The components of the project are construction & development of super specialty wings in six medical colleges, infrastructure development of hospitals, training & capacity building of medical staff and improvement of Hospital Management Information System etc.

The Project Implementation Unit (PIU) under JICA funded “Assam Health System Strengthening Project” at Directorate of Medical Education, Assam will be headed by the Director or his representative not below the rank of Deputy DME. The main responsibilities of the PIU is the development of implementation and annual plans for the project, the management and monitoring of progress, the annual evaluation of the achievement based on the plan and reporting to PMU on quarterly basis. The PIU will also be responsible to collaboration across tertiary, secondary and primary level’s medical institutions in order to establish the Universal Health Care (UHC) model, which is the goal of the project.

The PIU of Directorate of Medical Education, Assam is seeking to engage interested and qualified professionals on **purely contractual basis** for the position of **Project Management Specialist (PMS)**.

APPLICATION PROCESS:

Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates applying for multiple positions will have to submit separate application forms against each post. The application should be submitted in a sealed envelope clearly mentioning the post appliedfor at the top and addressed to – **The Director, Directorate of Medical**

Education, Assam, Sixmile, Guwahati- 781022. The last date of submission of application is **18-08-2022**. No applications received after the last date will be entertained.

The detailed advertisement along with the application form are uploaded in the official website <https://dme.assam.gov.in>

1. **Project Management Specialist(PMS)**

Key job responsibilities include:

- a) The PMS will need to Plan and monitor the project. Planning can be done with the involvement of team members and user Departments.
- b) Monitor overall progress and resource use. It is important for project management Specialist to take corrective measures where needed.
- c) Maintaining the project on track and keeping up to date with required reports with timely progress through different quality presentations.
- d) The PMS should ensure that appropriate technical and quality standards are applied.
- e) The PMS will actively involve in rolling out of Civil & Electrical Infrastructure of the JICA funded project in the medical colleges.
- f) The PMS will provide daily update on the project rollout status to Administrative Officer/Nodal Officer/Alternate Nodal Officer and other members.
- g) The PMS will be organizing day-to-day schedule of the concerned PIU office. He/She will accurately pass all incoming information to relevant staff as well as coordination with Administrative Officer, Nodal Officer/Alternate Nodal Officer and other members of PIU.
- h) The PMS should be able to implement a suitable and optimum process framework for execution, delivery, and support the project objectives.
- i) The PMS should ensure confidentiality, database management of all incoming and outgoing important official documentation for the PIU.
- j) The PMS should ensure effective mail management: receiving and sending (letters, email), taking prints of mails and putting up in relevant files in consultation with and as authorized by Administrative Officer/Nodal Officer/Alternate Nodal Officer and other members.
- k) The PMS should be well versed with Power Point Presentation, V-lookup, Pivot Table, Dashboard, etc and any other computer applications which will be essential for day-to-day activities.
- l) The PMS will ensure support towards efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the PIU and extending need-

based support to PIU. The PMS will also draft the necessary minutes of meeting/ record notes from handwritten notes etc.

- m) The PMS will keep a proper check on the stocks and office supplies, stationery etc to PIU members and alerting the Administrative Officer/Nodal Officer/Alternate Nodal Officer/ Procurement staff for replenishment of stock before it lasts;
- n) The PMS will perform any other related tasks as determined by Administrative Officer/ Nodal Officer of PIU.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

Educational Qualification: The PMS should possess at least a Post Graduate degree/Diploma/Executive (MBA) Business Administration or Engineering Degree in any field from recognized University/Institution.

Working Experience: The PMS must have at least seven (7) years (from the date passing his/her required educational qualification) hand on experience in project management activities in any World Bank Project or public/ private sector organization or The PMS must have at least ten(10) years (from the date passing his/her required educational qualification) hand on experience in project management activities in any World Bank Project or public/ private sector organization for graduate Engineering degree.

Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.) including email.

Language: Good knowledge of written and spoken Assamese, English, & Hindi will be added advantage.

Age: Age of the candidate should not be more than 45 years as on 1st January, 2022

REPORTING & PERFORMANCE REVIEW

PMS will report to Nodal officer, PIU. The performance of the PMS will be evaluated by Project Director/Nodal Officer.

FACILITIES TO BE PROVIDED TO PMS.

Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The PMS will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer/office consumables, and internet access.

REMUNERATION & PAYMENT TERMS

- 1) The consolidated fixed remuneration of the PMS shall be of Rs. 60,000- 90,000 per month. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked- incentive, communication allowance, etc.
- 2) Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

- 1) The tenure of contract is intended for entire duration of the project and co-terminus with the project period. However, continuity of the contract beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- 2) The contract may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without incurring any liability to the Directorate/ Department/ Govt. of Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the project closing date. The Department/ Govt. of Assam/ shall not undertake any responsibility for subsequent deployment.
- 3) The PMS shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent and will have to serve the project on full time basis.
- 4) He/she will provide services from the Office of the PIU.

Sd/-

Director of Medical Education, Assam

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate(In Block Letters):
2. Father's/Husband's Name:
3. Mother's Name:
4. Gender:
5. Marital Status:
6. Nationality(attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Email ID:
12. Passport No. (If available)(Attach a copy):
13. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
14. Age(As on 1st January'2022): ___Years ___month(s)
15. Current Designation(if employed):
16. Current Employer's Full Address with email and phone number:
17. Educational Qualification(attach copies of certificates):



| Sl. | Examination | Subject | Year of Passing | Name of College | Name Board/Unive rsity | Class/Percenta ge of marks obtained |
|-----|-----------------|---------|-----------------|-----------------|---------------------------|---|
| 1. | Graduation | | | | | |
| 2. | Post-graduation | | | | | |
| 3. | Others (if any) | | | | | |

18. Training details relevant to the position applied(attach copies of certificates):

| Sl. | Title of the Training program | Duration of Training | Training organized by |
|-----|-------------------------------|----------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

19. Total Professional Experience: _____ Years _____ month

20. DetailsofProfessionalExperience(Startingfromlatest)(attachcopiesofexperiencecertificates):**

| Sl. | Designation | Organization | From(mm/yyyy) | To(mm/yy) | Summary of Services provided |
|-----|-------------|--------------|---------------|-----------|------------------------------|
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****Attach latest salary certificate.**

21. Writeabriefnotedescribingwhywouldliketobeassociatedwithus:(Maximum250words)

22. Language proficiency:(please tick✓)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
| | | | | |
| | | | | |
| | | | | |

23. Computer proficiency:

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
| | | | | |
| | | | | |
| | | | | |

24. Name and Address of two persons from whom we may seek reference about you:

(Thetwopersonsmustnotberelatedtoyouandmusthaveinteractedwithyouformorethan2years in a Professional and/or academic capacity during the last 5years)

| Sl | Name of the person & designation(if any) | Address | Phone no | E-mail id |
|----|--|---------|----------|-----------|
| 1. | | | | |
| 2. | | | | |

25. Doyouhaveanycriminalorcorruptionchargesagainstyouth?(Ifyesfurnishdetails)

26. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

27. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

IMPORTANT Notes:

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the Director, Directorate of Medical Education, Assam to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by Director would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date:

Signature of the Candidate

Place:

1. Candidates shall complete this application in not more than 10 pages **strictly** as per the above format, along with self-attested copies of testimonials/certificates (not more than 15 pages), evidencing that he/she is qualified to perform the services. ***The complete application along with certificates/testimonials shall not be more than 25 (twenty five) pages or else the application may not be considered.***
2. While self- attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that **applications without self-attested copies of certificates/ testimonials relating to Educational Qualifications and Trainings shall be rejected.**