

Recruitment Notice

Recruitment Notice

Punjab Municipal Infrastructure Development Company (PMIDC), Government of Punjab

Punjab Municipal Services Improvement Project (PMSIP)

(Funded by The World Bank & Asian Infrastructure Investment Bank)

Recruitment Notice Reference No. IN-PMIDC/GM(F&A)/WB&AIIB/PMSIP/2022-23/6274

Applications are invited for following positions for experienced staff for the **Project Management Unit (PMU)** of PMSIP which is supporting the implementation of a Surface Water Bulk Supply Project and Improved Urban Services in Amritsar and Ludhiana on a fixed-term contract basis.

Sr. No.	Reference No.	Name of the Post	Number of vacancies	Tentative Remuneration per month in Rs.
1	IN-PMIDC-378564-CS-INDV	Team Leader, PMU, PMSIP	01	Rs. 2.0 Lac – 2.75 Lac
2	IN-PMIDC-378565-CS-INDV	Contract Management Officer	01	Rs. 1.25 Lac – 1.50 Lac
3	IN-PMIDC-378568-CS-INDV	Procurement Assistant	01	Rs. 1.10 Lac – 1.25 Lac
4	IN-PMIDC-378570-CS-INDV	Administrative Assistant	01	Rs 25,000 – 35,000

For detailed vacancies, job descriptions and brief terms of reference, please refer to <https://pmidc.punjab.gov.in>.

Interested candidates should send their CV along with an Expression of Interest (Eoi: 400-450 words) and filled-in Application Form before **20 September 2023 upto 5:00 PM**

Note: Any Corrigendum(s) to the recruitment notice shall be published on the above website.

**General Manager (F&A)
PMIDC**

Job Description for Administrative Assistant

Name of Designation - - Administrative Assistant

No. of Post - 1 No.

Background: Project Introduction

The Government of Punjab has applied for financing in the amount of US\$ 210 Million equivalent from the World Bank toward the cost of the Punjab Municipal Services Improvement Project, and it intends to apply part of the proceeds to payments for works to be procured under this project.

Punjab Municipal Infrastructure Development Company (PMIDC), under the department of Local Government is the Nodal Agency and Municipal Corporations of Amritsar and Ludhiana are the implementing agencies.

The project is aimed to construct a New Drinking Water Supply System to cover the entire city of Amritsar and city of Ludhiana in the State of Punjab to deliver required quality surface water to consumers and improve service delivery in Amritsar & Ludhiana Municipal Corporation (AMC and LMC). The objective is to replace the ground water-based water supply scheme with a canal- based surface water supply scheme.

On March 31, 2021, World Bank approved financing for Punjab Municipal Services Improvement Project (PMSIP) of project value US\$300 Million. World Bank has committed to finance US\$ 105 Million of project costs, whereas AIIB (Asian Infrastructure Investment Bank) would contribute to another US\$ 105 Million, and Govt of Punjab will finance remaining US\$90 Million from its own resources. Two major investments under this project are (a) Design Build and Operate a 440 MLD Water Treatment Plant and associated Transmission Network in city of Amritsar; and (b) Design Build and Operate a 580 MLD Water Treatment Plant and associated Transmission Network in city of Ludhiana. While contract of Amritsar investment is already awarded; tender for Ludhiana investment is yet to be floated. Both contracts are being procured using World Bank Procurement Regulation for IPF Borrowers. Tender documents are drafted using World Bank Standard Procurement Documents which mandates the use of FIDIC DBO Form of Contracts. Under project implementation arrangements, PMIDC (Punjab Municipal Infrastructure Development Company) is responsible for the tendering process, and MCA (Municipal Corporation of Amritsar) & MCL (Municipal Corporation of Ludhiana) are responsible for management of resulting contracts for respective cities.

1. The Project includes the following major components:

COMPONENT 1

(a) Sub-component 1a: Strengthening urban governance and finance systems of Amritsar and Ludhiana by

- (i) Carrying out e-governance and administrative improvements;
- (ii) Right-skilling and strengthening MC staff capacity;
- iii) Developing and operationalizing a capital investment plan and an asset management system in both MCs;
- (iv) Strengthening property tax and water tariff collection; and
- v) Strengthening social accountability, citizen outreach and grievance redress systems

(b) Sub-component 1b: Strengthening water service management. The Project will support the institutional development of the two WSS utilities.

- (i) Establishing water and wastewater utilities in Amritsar and Ludhiana;
- (ii) Implementing communication campaigns and outreach activities.

COMPONENT 2

Two (02) numbers of Design, Build and Operate (DBO) Contracts for Water Treatment Plant and associated Transmission Networks for each of the two cities which includes scope of:

- i. Design, Engineering, Procurement and Construction, Operation and Maintenance for the period specified in RFP document for Raw Water Intake Works from canal, Water Treatment Plant for a treated output capacity of 440 MLD for Amritsar and 580 MLD for Ludhiana.
- ii. Providing, Laying, Jointing, Testing & Commissioning, Operating and Maintaining for the period specified in the RFP document for Clear Water Pumping systems, and Transmission Network for respective cities.
- iii. Design, Engineering, Procurement and Construction, Operation and Maintenance for the O&M period specified in RFP document for Overhead Storage Reservoirs

- iv. Delivering Water Supply to all the reservoirs such that water supply can be ensured to all the consumers in the city at 24/7 or
- v. Continuous supply using automated systems such as SCADA/ IA systems for options and to monitor various performance parameters
- vi. The work does not include laying distribution lines from reservoirs to consumers and procurement of supervision consultancy services.

COMPONENT 3: COVID-19 CRISIS RESPONSE - Extending sub-grants to municipal corporations in Punjab to finance short- or medium- terms non-medical interventions to address impacts of the COVID-19 crisis and improve readiness to disasters (including natural disasters)

COMPONENT 4: PROJECT MANAGEMENT - Providing support for the coordination, implementation (including safeguards), monitoring and evaluation of the Project and the carrying out of studies relevant to urban governance and water supply.

A team called “Project Management Unit”, (PMU), shall be overall responsible for project implementation as per agreement of Loan from World Bank & positioned at ‘Punjab Municipal Infrastructure Development Company’ (PMIDC), a Govt. of Punjab Agency created as apex body for Municipal Infrastructure. Another team called “Project Implementation Unit”, (PIU), shall be for execution of works at the concerned Municipal level. Accordingly, at PMU and PIU, deployment of the adequate staff is required for timely completion of the two projects.

PMIDC now intends to hire One (1) Administrative Assistant to be a part of the Project Management Unit (PMU) at Chandigarh.

Job Description – Administrative Assistant

Name of Designation - - Administrative Assistant

No. of Post - 1 No.

Qualification and Experience Required -

- Bachelor’s degree in related field with at least three years of related experience required. Proficient in Microsoft Office Suite or related software.
- Proven work experience as a Administrative Assistant or similar role
- Previous experience reviewing technical documents along with the ability to spot errors.

Skills Required

- i. Hands-on experience with MS Office and MS Excel
- ii. Knowledge of Electronic Document Management Systems (EDMS) is desirable
- iii. Proficient typing and editing skills
- iv. Data organization skills
- v. Attention to detail

Responsibilities-

Tasks and Responsibilities for the above role shall include, but not limited to the following:

- i. Work with the Manager to ensure documented information is maintained and organised in the required manner.
- ii. Establishes and implements policies and procedures regarding document storage, sharing, transmission, and destruction.
- iii. Evaluates existing document management systems and procedures to determine current effectiveness and efficiency; identifies and recommends improvements.
- iv. Copy, Typing, scan and store documents
- v. Check for accuracy and edit files, like contracts
- vi. Review and update technical documents (e.g. manuals and workflows)

- vii. Distribute project-related copies to internal teams
- viii. File documents in physical and digital records
- ix. Archiving files and ensuring all team members have access to necessary documentation
- x. Create templates for future use
- xi. Retrieve files as requested by employees and clients
- xii. Manage the flow of documentation within the organization
- xiii. Maintain confidentiality around sensitive information and terms of agreement
- xiv. Prepare ad-hoc reports on projects as needed
- xv. Performs other related duties as assigned.

Duty Station:

The duty station of the expert will be at PMU, PMIDC. The Expert will be required to travel as and when required within and outside the State for project purposes.

Remuneration:

Tentative Pay range is Rs 25,000 – 35,000 per month and shall commensurate with experience and qualification.

Duration:

The appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance for subsequent year thereon. The engagement of candidate will be on full time basis.

Reporting arrangements

The Administrative Assistant will report to the Procurement & Contract Management Specialist, PMU, PMIDC and Chief Engineer (M), PMIDC