

**Posts under World Bank supported Project " Supporting School Education in Assam"**

A Project Management Unit (PMU) is proposed to be set up in Assam for implementation of the World Bank supported Project " Supporting School Education in Assam" The Project is for a period of 5 years and the engagement will be purely temporarily in nature. Samagra Shiksha Axom has been assigned to initiate for setting up the PMU by filling up the posts under the project. As such online applications are invited from Indian Citizens (as defined in Articles 5 to 8 of the Constitution of India) for the under mentioned positions for setting up the PMU. The online applications will be received from 26.12/2024 to 10.01/2025.... The posts are purely temporary in nature and the selected candidates will be initially engaged for a period of 11 (eleven) months only. The contractual engagement will neither be regularized nor will be absorbed under any job/programme of Government of Assam or in Samagra Shiksha Axom in future and no person (s) so engaged shall have any right (s) to claim for permanent engagement in any post (s) in the Government of Assam or in the Samagra Shiksha, Assam.

**Age for categories of post** : The candidate should not be less than 18 years of age and not more than 45 years of age as on 01-01-2025.

The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card or Pass Certificate issued by a recognized Board/ Council and no other document shall be accepted in lieu of the mentioned documents.

The remuneration of the positions to be engaged under the project will be paid under the PMU fund of the project " Supporting School Education in Assam" only

Position	No. of Posts	Desired Qualification/Experience	Monthly fixed Remuneration
Administrative Officer (Team Lead)	1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree in Social Sciences/ Public Administration/ Business Administration (MBA), or a related field from a recognized university.</li> <li>• 10 years of working experience in any Govt. undertaking/ society under the state Govt. including 5-years of experience as an Administrative Officer/ Executive in any Govt. department/Govt. undertaking.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide overall guidance and support to the PMU team, ensuring alignment with project goals and objectives.</li> <li>• Conduct regular team meetings to review progress, address challenges, and ensure effective communication among team members.</li> <li>• Delegate tasks and responsibilities appropriately, ensuring a balanced workload and adherence to project timelines.</li> <li>• Develop and implement project management frameworks and methodologies</li> <li>• Coordinate the preparation and submission of comprehensive project plans, reports, and documentation to relevant stakeholders.</li> <li>• Act as the primary point of contact and liaison</li> </ul>	[Rs.2,00,000/- to Rs.2,50,000/-]

		<p>between the PMU and the State Education Department's leadership.</p> <ul style="list-style-type: none"> <li>• Represent the PMU in high-level meetings, presentations, and discussions with state officials and partner organizations.</li> <li>• Ensure compliance with financial policies, procedures, and reporting requirements of the World Bank.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	
Assistant Administrative Officer (Assistant Team Lead)	1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree in Social Sciences/ Public Administration/ Business Administration (MBA) or a related field from a recognized university</li> <li>• Minimum of 5 years of experience in project management/ administration, or coordination roles in government departments, undertakings, societies, or large-scale projects.</li> <li>• Education leadership or curriculum design certifications for roles with a focus on school education improvements</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Facilitate regular team meetings to review progress, address challenges, and maintain effective communication among team members.</li> <li>• Assist in delegating tasks and responsibilities among team members, ensuring balanced workloads and adherence to project timelines.</li> <li>• Contribute to the development and maintenance of project documentation, ensuring accuracy and timely updates.</li> <li>• Establish and maintain strong working relationships with government officials, educational institutions, NGOs, and other key stakeholders.</li> <li>• Coordinate with finance teams to ensure proper documentation and adherence to fiscal policies.</li> <li>• Maintain open and transparent communication channels within the team and with external stakeholders.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	[Rs.1,20,000/- to Rs.1,50,000/-]

Accounts Officer/ Finance Specialist	2	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Chartered Accountant/ MBA (Finance)/M. Com. with minimum 5 years of post-qualification experience in accounting or finance roles</li> <li>Preference will be given to person having experience working in Externally Aided Project</li> <li>Experience in developing financial processes and systems</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Maintaining budget, expenditure and other related records to ensure adherence to financial and accounting policies and procedures for the operation.</li> <li>Prepare annual budgets, incorporating the budget of all spending units of the Department of Education (DoE) based on annual work plans and procurement plans.</li> <li>Monitor budget updates between planned expenditure and receipts, actual expenditures and receipts and analyse such variances for each spending unit as well as aggregate variances.</li> <li>Maintain records of contracts and the timely payment of all bills after approval from competent authority.</li> <li>Plan and execute internal audit processes pertaining to schemes/projects of DoE.</li> <li>Support the development of a Financial Manual detailing the proposed financial management arrangements for the operation and update it from time to time.</li> <li>Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul> <p><b><u>Reporting and Coordination</u></b></p> <ul style="list-style-type: none"> <li>Prepare the quarterly consolidated interim unaudited financial reports of the Project in agreed formats in a timely manner to ensure submission to competent authorities in the State Government and the World Bank</li> <li>Liaise with auditors to ensure timely project audit of project financial statement.</li> <li>Coordinate with all spending units of DoSE for timely submission of their respective budgets, fund requests, expenditure reports etc.</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
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		<ul style="list-style-type: none"> <li>• Liaise with World Bank team, other project implementation team members, line departments, institutions, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks.</li> <li>• Act as a support and reference person for all project-related financial management tasks.</li> </ul>	
Monitoring and Evaluation Specialist	1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate in economics/ data science/ statistics/ management/ commerce or any other discipline relevant to the position.</li> <li>• Minimum 10 years of professional experience in MIS, data analytics, data science, quantitative &amp; qualitative monitoring and evaluation (M&amp;E) studies relevant to the position.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a monitoring plan in alignment with the Program Appraisal Document (PAD) and Program operations manual for regular monitoring of progress of participating institutions and the state.</li> <li>• Develop and maintain a data management information system(Program MIS) that will facilitate gathering of data from the state and institutions (schools, Anganwadis, DIETs, SCERT etc. as the case may be) on all relevant indicators and outcomes required for regular monitoring of program activities.</li> <li>• Prepare periodic reports aligned with the monitoring plan outlined for each indicator in the project's Results Framework based on analysis of data and reports generated through the MIS.</li> <li>• Ensuring completeness and correctness of the data at all stages of the Program, including timely collection of baseline data where needed, ensuring regular reporting on the result framework (RF).</li> <li>• Support design of studies and evaluations to be supported under the operation</li> <li>• Ensure data quality, accuracy, and reliability, and implement data quality assurance mechanisms, including compliance with data privacy policies in the data collection and analysis formats. Resolve identified data inconsistencies or errors, modify the M&amp;E</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]

		<p>system to address the errors and systematically record for future reference.</p> <ul style="list-style-type: none"> <li>• And any other work assigned by the Project Director from time to time.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	
	<p>2</p>	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• B.E./B.Tech. from a reputed national/international institution preferably in computer Science /IT.</li> <li>• Minimum 8 years of experience in technology/operations management/ implementation of technology including software application design, development, and architecture preferably in public sector projects; experience with designing and implementing mid- to large-scale education systems highly desirable</li> <li>• Should have architected and executed at least two major software applications or portals end-to-end</li> <li>• Knowledge of industry best practices, education technology solutions, and technology-enablement in public sector environments</li> <li>• Expertise in preparation and review of technical documents around implementing IT related infrastructure solutions.</li> <li>• Experience of working in education project of State/Central Government or Central/State PSU/Companies.</li> <li>• Candidates should have strong understanding of AI/Data Analytics. Certified professional would be preferred.</li> <li>• Candidates should have deep understanding of Integrated Solution, Data Exchange, API Etc.</li> <li>• Strong understanding and experience with Mobile App development, relational databases, data visualisation and business intelligence software.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ol style="list-style-type: none"> <li>7. Provide technical assistance in administrative and operational reforms and with due review of current state of system analysis; and provide recommendations on areas of improvements in the organizational processes and technology.</li> </ol>	

IT Consultant	(1 with DoE and 1 with WCD)	<ol style="list-style-type: none"> <li>8. Provide strategic recommendations for various e-Governance projects undertaken by the DoE and WCD including process mapping, technology assessment, financial feasibility study, capacity building, process re-engineering and designing of to-be processes and system.</li> <li>9. Review of technical design of IT systems and operational guidelines and provide project management support for supervision of end-to-end implementation of technology reforms.</li> <li>10. Provide operational support for review and monitoring of the development of the state's MIS system and provide necessary inputs.</li> <li>11. Develop mechanism to track the progress of the IT / e-Governance projects across DoE/WCD through required procedures and stakeholder approvals.</li> <li>12. Provide strategic recommendations and directions to implementation planning, and support DoE, GoA to seek stakeholder approvals to carry out inter-department stakeholder coordination, as appropriate, for implementation of technology related reforms in DoE, GoA.</li> <li>13. Develop a detailed design of new processes, structure, and operational guidelines for effective monitoring of the organization related procedures, documents, and activities.</li> <li>14. Provide operational support in undertaking review of IT project pre-feasibility studies, application design and technical appraisal, field data analysis and reporting.</li> <li>15. Facilitate stakeholder interactions and support with due inputs the convergence meetings for the technology related interventions and reforms.</li> <li>16. Support in conducting training-needs assessment for implementation of process changes and mainstream the adaptation of technology interventions / MIS platform across DoE, GoA.</li> <li>17. Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ol>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
		<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post-graduate degree with at least 55% in Social Sciences/Education/Social work from a recognized university.</li> </ul>	

Specialist – Foundational Learning (1) (DoE)	1	<ul style="list-style-type: none"> <li>• 5 years post-qualification experience in the relevant field of Foundational Literacy &amp; Numeracy (FLN).</li> <li>• Preference will be given to person having experience of working in Externally Aided Project, National/State level projects preferably in education sector</li> <li>• Persons with M. Phil., Ph.D., additional qualifications, research experience, published papers in the relevant field would be preferred</li> <li>• Prior engagement in academics/ language related works/ academic content development/ Textbook; syllabus; curriculum related work/ under Government Offices/Education Department/Government Undertakings/School/ NGOs working under Government Projects</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication, coordination, and project management skills.</li> <li>• Ability to analyse data, prepare reports, and make evidence-based recommendations.</li> <li>• Proficiency in using technology and software tools for documentation, communication, and data analysis.</li> <li>• Strong interpersonal skills and ability to work effectively with diverse stakeholders, including government officials, educators, and technical experts.</li> <li>• Analyse policy documents, research reports, data and create concise summary documents to inform project strategies and initiatives.</li> <li>• Contribute to the preparation of the Operations Manual by detailing activities, timelines, responsible institutions, implementation methods, and resources required for each result area.</li> <li>• Prepare Terms of Reference for external technical agencies as needed to support project implementation.</li> <li>• Collaborate with technical experts to analyse data related to student learning, teaching practices, and capacity building of academic leaders, and create comprehensive reports and presentations.</li> <li>• Prepare quarterly progress reports detailing project achievements, challenges, and recommendations, and discuss them with the</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
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	<p>Project Director.</p> <ul style="list-style-type: none"> <li>• Coordinate with different units within the DoE to collect and disseminate information and results under the project.</li> <li>• Work with relevant institutions to develop evidence-based proposals and improvement plans to enhance the school education system in the state.</li> <li>• Support the organisation of workshops, seminars, and training sessions. Ensure alignment of educational materials with state curriculum standards and project objectives.</li> <li>• Perform any other duties assigned by the Project Director as required to support project objectives and ensure successful implementation.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals.</li> </ul>	
	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree with at least 55% from any recognized university in Education Policy and Planning/ Project Management/ Public Administration, or Business Administration (MBA) with a specialization in <b>Education/ Management/ Leadership or Administration</b> etc.</li> <li>• Minimum of 5 years of experience in Education Planning/Project Management/ Administration, or Coordination roles in government departments, undertakings, societies, or large-scale projects etc.</li> <li>• Prior engagement with government bodies, or NGOs in the area of school governance/ administration or educational policy etc.</li> <li>• Preference will be given to person having experience of working in Externally Aided Project, National/State level projects preferably in education sector.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication, coordination, and project management skills.</li> <li>• Ability to analyse data, prepare reports, and make evidence-based recommendations.</li> <li>• Proficiency in using technology and software tools for documentation, communication, and data analysis.</li> </ul>	



Specialist – School Governance( 1) (DoE)	1	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and ability to work effectively with diverse stakeholders, including government officials, educators, and technical experts.</li> <li>• Analyse policy documents, research reports, data and create concise summary documents to inform project strategies and initiatives.</li> <li>• Contribute to the preparation of the Operations Manual by detailing activities, timelines, responsible institutions, implementation methods, and resources required for each result area.</li> <li>• Prepare Terms of Reference for external technical agencies as needed to support project implementation.</li> <li>• Collaborate with technical experts to analyse data related to student learning, teaching practices, and capacity building of academic leaders, and create comprehensive reports and presentations.</li> <li>• Prepare quarterly progress reports detailing project achievements, challenges, and recommendations, and discuss them with the Project Director.</li> <li>• Coordinate with different units within the DoE to collect and disseminate information and results under the project.</li> <li>• Work with relevant institutions to develop evidence-based proposals and improvement plans to enhance the school education system in the state.</li> <li>• Support the organisation of workshops, seminars, and training sessions. Ensure alignment of educational materials with state curriculum standards and project objectives.</li> <li>• Perform any other duties assigned by the Project Director as required to support project objectives and ensure successful implementation.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
		<b>Eligibility:</b> <ul style="list-style-type: none"> <li>• Post Graduate degree with at least 55% in Education/ Social Sciences/ STEM (Science, Technology, Engineering, Mathematics)/</li> </ul>	

<p>Specialist – Teacher Professional Development and School Leadership (1) (DoE)</p>	<p>1</p>	<p>Business Administration (MBA) or a related field from a recognized university</p> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in the field of teacher training/ curriculum development, or educational leadership, preferably at the national or state level.</li> <li>• Demonstrated expertise in developing and implementing professional development programs aimed at enhancing teacher capacity and classroom effectiveness.</li> <li>• Experience in conducting workshops/ seminars/ or training programs for educators to improve instructional techniques and align with contemporary pedagogical standards.</li> <li>• <b>Certifications in teacher training/ education management or school leadership</b> from reputed organizations will be an added advantage</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication, coordination, and project management skills.</li> <li>• Ability to analyse data, prepare reports, and make evidence-based recommendations.</li> <li>• Proficiency in using technology and software tools for documentation, communication, and data analysis.</li> <li>• Strong interpersonal skills and ability to work effectively with diverse stakeholders, including government officials, educators, and technical experts.</li> <li>• Analyse policy documents, research reports, data and create concise summary documents to inform project strategies and initiatives.</li> <li>• Contribute to the preparation of the Operations Manual by detailing activities, timelines, responsible institutions, implementation methods, and resources required for each result area.</li> <li>• Prepare Terms of Reference for external technical agencies as needed to support project implementation.</li> <li>• Collaborate with technical experts to analyse data related to student learning, teaching practices, and capacity building of academic leaders, and create comprehensive reports and presentations.</li> <li>• Prepare quarterly progress reports detailing project achievements, challenges, and</li> </ul>	<p>On Contract [Rs.1,20,000/- to Rs.1,50,000/-]</p>
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	<p>recommendations, and discuss them with the Project Director.</p> <ul style="list-style-type: none"> <li>• Coordinate with different units within the DoE to collect and disseminate information and results under the project.</li> <li>• Work with relevant institutions to develop evidence-based proposals and improvement plans to enhance the school education system in the state.</li> <li>• Support the organisation of workshops, seminars, and training sessions. Ensure alignment of educational materials with state curriculum standards and project objectives.</li> <li>• Perform any other duties assigned by the Project Director as required to support project objectives and ensure successful implementation.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	
	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree with at least 55% in Social Work/ Social Sciences/ Education or a related field from a recognized university.</li> <li>• 5 years post-qualification experience in the relevant fields of Early Childhood Care (ECE).</li> <li>• Familiarity with working on projects or policies in collaboration with the Ministry of Women and Child Development (WCD) or similar organizations.</li> <li>• Prior engagement with organizations such as UNICEF, UNESCO, WCD, government bodies, or NGOs in the area of child development</li> <li>• Persons with M. Phil., Ph.D., additional qualifications, research experience, published papers in the relevant field would be preferred</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication, coordination, and project management skills.</li> <li>• Ability to analyse data, prepare reports, and make evidence-based recommendations.</li> <li>• Proficiency in using technology and software tools for documentation, communication, and data analysis.</li> <li>• Strong interpersonal skills and ability to work</li> </ul>	

Specialist – Early Childhood care and Education (1) (WCD)	1	<p>effectively with diverse stakeholders, including government officials, educators, and technical experts.</p> <ul style="list-style-type: none"> <li>• Analyse policy documents, research reports, data and create concise summary documents to inform project strategies and initiatives.</li> <li>• Contribute to the preparation of the Operations Manual by detailing activities, timelines, responsible institutions, implementation methods, and resources required for each result area.</li> <li>• Prepare Terms of Reference for external technical agencies as needed to support project implementation.</li> <li>• Collaborate with technical experts to analyse data related to student learning, teaching practices, and capacity building of academic leaders, and create comprehensive reports and presentations.</li> <li>• Prepare quarterly progress reports detailing project achievements, challenges, and recommendations, and discuss them with the Project Director.</li> <li>• Coordinate with different units within the DoE to collect and disseminate information and results under the project.</li> <li>• Work with relevant institutions to develop evidence-based proposals and improvement plans to enhance the school education system in the state.</li> <li>• Support the organisation of workshops, seminars, and training sessions. Ensure alignment of educational materials with state curriculum standards and project objectives.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	<p>On Contract [Rs.1,20,000/- to Rs.1,50,000/-]</p>
		<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate degree in Social Sciences/ Development Studies/ Public Administration, or a related field from a recognized university</li> <li>• 10 years of experience in social development, with a focus on community engagement, policy implementation, or program management in adolescent wellbeing.</li> <li>• Strong understanding of adolescent wellbeing, including physical, emotional, social wellbeing</li> </ul>	

Adolescent Wellbeing Specialist	1	<p>and employability.</p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, with the ability to engage and build trust with adolescents, their families and other stakeholders.</li> <li>• Experience working with government agencies, non-governmental organizations (NGOs), or international development organizations on projects related to the assignment.</li> <li>• Possessing additional qualifications or certifications in <b>project management</b>, <b>community development</b>, or related fields will be considered an added advantage</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support WCD in review of existing policies and programs for adolescent wellbeing with aim to identify gaps and challenges and suggest measures for addressing them.</li> <li>• Coordinate development and implementation of programs for enhancing the overall wellbeing of adolescents, including physical, emotional, social wellbeing and employability.</li> <li>• Support development and rollout of age-appropriate curriculum/framework/content on issues related to mental health, emotional wellbeing, and social challenges for adolescent, parents and other stakeholders.</li> <li>• Support development of IEC materials and rollout of awareness and communication campaign on issues relating to adolescent wellbeing</li> <li>• Support development of appropriate tools for assessment and evaluation</li> <li>• Assist in supervision, monitoring and reporting of adolescent wellbeing program</li> <li>• Develop relevant policy notes, guidelines, presentations etc. to advocate for policies and practices that support adolescent wellbeing within schools, communities, and policy-making bodies</li> <li>• Collaborate with AWCs, community organizations, schools and healthcare providers to promote holistic approaches to adolescent wellbeing.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
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	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Engineering, commerce graduate with MBA or Masters degree/ Post Graduate Diploma (minimum two years duration) in any discipline from any Govt. recognized university/institution</li> <li>• Minimum 5 years of post-qualification experience in project procurement and contract management.</li> <li>• Experience of procurement rules of the World Bank/Externally Aided Project(EAP)</li> <li>• Proven experience in preparing procurement plans, Bid documents , preparing evaluation reports and contracts as per Bank SBD and managing procurement processes</li> <li>• Thorough Knowledge of procurement through GEM and Assamtenders</li> <li>• Ability to upload bids on GEM and Assamtenders</li> <li>• Thorough knowledge on GFR, Assam Public Procurement Act 2017 and Assam Public Procurement Rule 2020, CVC Guideline, eGEM</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Preparation of Project Procurement Strategy for Development (PPSD, Procurement Plan and Procurement Manual with formats to guide procurement and threshold-based methods for goods, non-consulting services and consultancy services</li> <li>• Preparation of bidding documents related to the entire tendering cycle- from preparation of bidding documents, to tendering, pre bid meetings, technical &amp; financial evaluation, preparation of evaluation statements &amp; reports and contract management</li> <li>• Organising pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, leading, and participating in the opening of bids/proposals/expressions of interest.</li> <li>• Review bid documents and prepare bid evaluation reports for all procurements planned as per delegated valued thresholds and type of procurement method adopted.</li> <li>• During bidding period, prepare responses for questions from bidders and issue amendment/s to the procurement documents in accordance</li> </ul>	<p>On Contract</p>
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Procurement Specialist	1	<p>with relevant clauses of the Bid and RFP.</p> <ul style="list-style-type: none"> <li>• Design a proper contract monitoring mechanism to ensure compliance to milestones, deliverables, timely completion of assignments, release of payment, issuing contract amendment of all signed contracts.</li> <li>• Ensure proper record keeping pertaining to award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening records / minutes, bid evaluation Reports and all correspondence pertaining to bid evaluation, communication sent to/with the World Bank.</li> <li>• Support DoE to set-up a Complaints and Dispute Resolution Mechanism and prepare and submit updates of all complaints received and action taken to the Project Director for review.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul> <p><u>Reporting and Coordination</u></p> <ul style="list-style-type: none"> <li>• Prepare and submit quarterly status report of all ongoing contracts, including contract management issues such as delays, payments, and other issues to the Project Director.</li> <li>• Advise concerned officials of the DoE on the most efficient methods of procurement and identify the risks to the procurement activities</li> <li>• Liaise with related personnel to analyse and define the user requirements/ division requirements and develop Terms of Reference (TOR) as required.</li> <li>• Liaise with World Bank team, other project implementation team members, line departments, educational institutions, training providers, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks.</li> <li>• Participate in and/or organize relevant seminars, workshops, consultations etc. as and when required; review the capacity building requirements of procurement staff on a regular basis</li> <li>• And any other work assigned by the Project Director from time to time.</li> </ul>	[Rs.1,20,000/- to Rs.1,50,000/-]
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Social Safeguards specialist	1	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree or equivalent in Social sciences/ Social work/ Development studies/ Community development or other social discipline from a recognized university with 10 years of relevant/ demonstrable experience.</li> <li>• Any training/ course on gender and social aspects would be beneficial.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop a social inclusion strategy for the project and develop guidelines, resources and tools for the same in accordance with the relevant social standards of the Environment and Social Management Framework</li> <li>• Support relevant activities related to safeguards requirements and conduct necessary workshops/ stakeholder consultations for the same.</li> <li>• Establish a mechanism with appropriate indicators for monitoring of social safeguards aspects</li> <li>• Provide support on developing strategies, and guidelines, and oversee implementation of social safeguard activities including Citizen Engagement, Grievance redress management, and Gender-related aspects. Support and coordinate capacity building; undertaking regular operational field visits to provide operational support to district, block, and field level staffs in identifying social risks, planning mitigation measures, support implementation, reviewing documentation, and monitoring and reporting.</li> <li>• Liaise with the World Bank's safeguards team and other stakeholders.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	<p>On Contract</p> <p>[Rs.1,20,000/- to Rs.1,50,000/-]</p>
		<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Post-graduate degree or equivalent in Environment/ Environment Management/ Environment Engineering/ Environmental Planning/ Environmental Sciences from reputed national/ international institution.</li> </ul>	



Environmental Safeguards specialist	1	<ul style="list-style-type: none"> <li>• Minimum 8 years of experience in environment management with at least 5 years of experience in managing projects in the education sector</li> <li>• Knowledge of Sustainable Building Design, Safe School and Green School Concepts will be of added advantage.</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinating environmental management activities as per environmental safeguards requirements of all activities supported under the project, including organizing workshops and stakeholder consultations</li> <li>• Support and coordinate capacity building activities on Green Building, Disaster Risk Management, Climate Change Adaptation measures towards environmental management.</li> <li>• Provide operational support on environmental risk management including undertaking regular operational field visits to assist district, block, and field staffs in identifying environmental risks, planning mitigation measures, support towards implementation, reviewing environmental risk management documentation, monitoring, and reporting to ensure that environmental issues are adequately addressed.</li> <li>• Prepare and update summary reports on environmental safeguards activities</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	On Contract [Rs.1,20,000/- to Rs.1,50,000/-]
		<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Bachelors Degree in civil engineering/Architecture from any reputed university</li> <li>• Minimum 4+ years of working experience in procurement related activities</li> <li>• Working knowledge with Government civil works projects is highly desirable</li> <li>• Experience in civil construction work under government education sector will be treated as an added advantage</li> <li>• Experience in coordinating and leading a construction project</li> <li>• Should have experience and used sustainable and locally available materials for construction. Experience in Eco-friendly and sustainable</li> </ul>	

Project Engineer (2)	1	<p>constructions</p> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Interpret and explain the building plans, drawings and design documents supplied by the concerned authority to the PMU for further approvals and processing</li> <li>• Maintain constant coordination between the Design, Supervision, Executing Agency of Civil Works and the PMU and monitor the progress of work for regular reporting.</li> <li>• Maintain constant liaison with the contractors and their representatives (Architects, Engineers and Surveyors), including regular meetings to ensure the pace of work progress and report the same to the PMU</li> <li>• To support the environment and social team along with the project architects to ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities.</li> <li>• Prepare various narratives, technical and financial reports related to school infrastructure up gradation as required by the PMU</li> <li>• To liaison with Public Works Department (NPWD) for getting the approval of DPR's vetted by the PMU for execution of works and support the PMU to address any comments or requirements as appropriate.</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	<p>On Contract</p> <p>[Rs.80,000/- to Rs.1,00,000/-]</p>
Associate (supporting officer)	3	<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Public Administration/ Social Sciences/ Business Administration/ Project Management, or a related field from a recognized university</li> <li>• 3-5 years of experience in program management, project coordination, or related roles, preferably within a government setting or non-profit organization</li> </ul> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support and coordinate with the team of Specialists in the project.</li> </ul>	<p>On Contract</p> <p>[Rs.70,000/- to Rs.90,000/-]</p>

		<ul style="list-style-type: none"> <li>• Provide operational support to the Project Management Unit</li> <li>• Prepare and update summary reports in the project as per requirement</li> <li>• Perform duties and responsibilities as assigned from time to time, in alignment with the project's needs and goals</li> </ul>	
Grade -IV	4	<ul style="list-style-type: none"> <li>• Passed at least Class-XII with three years' experience as office bearer in any registered society under State Govt. Department/NGO/Company.</li> </ul>	On Contract [Rs.30,000/- to Rs.50,000/-]

**Instructions:**

1. The link of the recruitment portal will be available in the Samagra Shiksha website <https://ssa.assam.gov.in>
2. Read the User Guidelines carefully which is available on the recruitment portal on how to submit the online application form.
3. Claims for any correction will not be entertained after submitting the online registration and online application.
4. Before filling the on-line application, applicant has to go through the User Guidelines for online registration and online application.
5. Candidate must upload the supporting document of educational qualification, experience and others through portal.
6. Only eligible candidates will have to appear in test/interview, the exact date of which will be communicated separately.
7. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/ her duties as an Officer of the service.
8. The exact date & time of the Test/ Interview will be communicated to the shortlisted candidates separately.
9. Marking pattern for interview will be on General Awareness, Personality & Aptitude, Subject matter in relevant field, Relevant Experience, etc. for the post. The applicant has to obtain minimum 50% of the total marks on the above in the interview and only then the candidates will be short-listed.
10. The office will not be responsible for any non submission of online application due to any error or other problem.
11. The decision of the Selection Committee in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of test etc. and at all consequent stages concluding in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned. The Mission also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection or withdraw the Notification at any time, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Mission at any stage.
12. The authority reserve the right to cancel the advertisement at any time without assigning any reason or on non receipt of suitable candidates.

Mission Director  
Signed by  
Samagra Shiksha Axom  
Kahiliparra, Guwahati  
**Om Prakash**

Date: 17-12-2024 19:42:51