

Terms of References for Manager (Project Management)/ Project Management Specialist

Job Title:	Manager (Project Management)/ Project Management Specialist
Location:	PMU/ PIUs UEAP (ADB) Uttarakhand, Dehradun
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, PMU / Program Manager PIUs, UEAP (ADB) Uttarakhand, Dehradun
Responsible for:	Assist Program Director/ Program Manager in management of the ADB assisted project

BACKGROUND:

In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Purpose of the Job:

To work within the Program Director's/ Program Manager's / Office, as a Project Management Consultant, to support the implementation, reporting and documentation of the ADB assisted UEAP at an overall level.

Person Specification:

- Superintending Engineer level. Experience of 20 years from any Civil Engineering Department.
- Experience of working in hilly regions and in Uttarakhand.
- Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer
- Proficient in English and Hindi and able to write reports in both languages

Scope of Work

- To assist the Program Manager in development of Project Management framework, in Project management in accordance with agreed project plans, strategic priorities and to ensure delivery of projects in line with the project objectives as per timelines.
- Develop regular plans of PIUs for the project activities
- Oversee the designated management responsibilities of the Project with a specific view to ensuring priorities are understood and, responsibilities and resources are efficiently utilised.

- Responsible for the day-to-day coordination of activities within Project Managers of the Project Implementation Units and District units.
- Act as focal point to monitor progress, identify bottle necks and inform management to take corrective actions for smooth implementation of the project activities
- Document project progress and inform Program Manager on a regular basis
- Any other relevant work as and when required.