

GOVERNMENT OF ASSAM
FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM
(FREMAA)

Advertisement

Applications are invited from eligible Indian citizens for engagement on contractual basis in various posts as mentioned below under the Flood and River Erosion Management Agency of Assam (FREMAA).

	Name of the Post	Procurement Specialist	Field Supervisor	Accounts Assistant
1	Period of Contract	Six (06) months; extendable based on satisfactory performance and continuation of the project.	Six (06) months; extendable based on performance appraisal and continuation of project	Six (06) months; extendable based on satisfactory performance and continuation of the project.
2	Number of Vacancy	01 (One)	01 (One)	01 (One)
3.	Place of Work	Guwahati	Kaziranga / Dibrugarh	Guwahati
4	Job Profile	Co-ordinate works of the Project related to procurement of all goods, works and services in FREMAA. Assist in finalizing EOI and bid documents and floating it in the e tendering portal of FREMAA and ADB, initiate evaluation, negotiation and contract award.	Will be responsible for co-ordinating all works related to Land Acquisition, Resettlement and Rehabilitation, Community Based Flood Risk Management and Livelihood (CBFRML) and disaster response coordination etc. of the concerned subproject area. He will also be responsible for working with NGOs 1. Supervising the works of the NGOs 2. Providing handholding support and guidance to the NGOs 3. Link the NGOs with the Project Management Unit.	Will be responsible for Assisting the officers of the Finance Wing in all accounting and financial matters like, keeping records of all transactions, maintenance of Cash Book under Tally and manually, Audit, submission of claims to ADB, etc.
5	Age	Above 21 yrs and not more than 43 yrs as on 01/01/2017	Above 21 yrs and not more than 43 yrs as on 01/01/2017	Above 21 yrs and not more than 43 yrs as on 01/01/2017

	Name of the Post	Procurement Specialist	Field Supervisor	Accounts Assistant
6	Qualification	BE in civil engineering or Masters in Economics/Finance/Management from a recognized university	Post Graduate in any discipline	Graduate in Commerce/Finance with knowledge of Tally ERP 9.0
7	Experience	Candidates with 05 years of working experience in procurement works. Candidates who have knowledge and experience of working in externally aided projects would be given preference.	03 years of field experience. Candidates having experience in Land Acquisition, R&R works, Disaster Management, community based works and in externally aided projects (especially of ADB) would be given preference.	5 years of experience in similar work profile.
8	Skills	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese, Hindi and English is required.	Candidates possessing good mass communication skills with proficiency in MS Word, Excel, Power point, and Internet and fluency in English, Hindi and Assamese language is desirable.	Proficiency in MS Word, Excel, Power point, Tally ERP 9.0 and Internet and fluency in Assamese, Hindi and English is required
9	Remuneration	Rs 55,000/- per month. TA, DA and other allowances admissible as per FREMAA norms	Rs 36,000 per month. TA/DA and other allowances admissible as per FREMAA norms.	Rs 31,000 per month. TA, DA and other allowances admissible as per FREMAA norms.
10	Documents to be submitted with application	1) A detailed Resume with proper postal address, contact number and one passport size coloured photograph Self attested copies of all certificates/marksheets pertaining to Age/Qualification/Work Experience etc.		
11	Address for Correspondence	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 th Floor, Nayantara Supermarket Building, G.S. Road, Six Mile, Guwahati – 781022. Envelope containing the application should be superscribed with the relevant post applied for as "APPLICATION FOR THE POST OF....."		
12	Last Date of Receipt	Applications complete in all respects should reach the above mentioned address latest by 1 st August, 2017 by 5pm.		

N.B. Incomplete application and Invalid Documents would lead to rejection.


CEO - FREMAA