

DETAILED ADVERTISEMENT

Flood and River Erosion Management Agency of Assam (FREMAA)

4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029

Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for Externally Aided Projects of the Water Resources Department, Assam, invites eligible Indian citizens for walk in interviews against the following positions on contractual basis for placing in the Assam Agroforestry Development Board (AADB) as mentioned below.

Sl. No.	Name of the Post	Number of Post	Date of Walk in Interview
1	Finance Officer	1	12 th March, 2024
2	Accounts Assistant	2	12 th March, 2024
3	HR Executive	1	13 th March, 2024

Other General conditions:

1. Selection would be through the process of walk in interview.
2. The detailed TOR may be seen in the following pages of this advertisement.
3. The candidates should appear for the walk in interview with a filled in application in the prescribed application format enclosed with this advertisement or can be downloaded from FREMAA's website at www.fremaa.assam.gov.in along with a signed cover-letter and self attested supporting documents as mentioned in the application format.
4. The candidates shall bring all the original certificates/documents for the walk in interview. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
5. Appointment will be subject to background, documents and experience verification found compliant to the job requirements.
6. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.
7. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may select candidates having lesser years of experience for appointment. However, selected candidates with lesser experience will be offered a lower Salary.
8. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
9. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
10. Canvassing in any form will lead to disqualification and rejection.


(Dr. Jeevan B., IAS)
Chief Executive Officer
FREMAA

TERMS OF REFERENCE FOR FINANCE MANAGEMENT OFFICER AND ACCOUNTS ASSISTANT

Under Assam Agroforestry Development Board (AADB)

A. Background of Assam Agroforestry Development Board

Assam Agroforestry Development Board is registered as a Section 8 not for profit Company (Companies Act, 2013) on 22nd June 2022. The Board is headed by the Chief Secretary of the State (Other Board of Directors – Environment & Forest, Panchayat & Rural Dev, Agriculture, Industries etc). The Key USP of incentive proposed (FY 22-23) are as under:

- **Production of QPM** – production and sale of Quality Planting Material **Block Plantation** – Bridge demand between WBI and Production centers .
- **Bund Plantation and Bari-** Target Small and Marginal farmers for retaining land under tree cover (PES), promoting nature-based economy, reducing human-animal conflict, wetland areas protection.
- **Ecosystem enablers-** Single window clearance for existing and new WBI investors, IT-driven M& E, Linkages and Convergence
- **Agroforestry as a Nature-Based Solution and livelihood augmentation along River Brahmaputra**

B. Objectives:

The Assam Agroforestry Development Board has several objectives, which included:

- **Promoting Agroforestry:** AADB aims to encourage farmers in Assam to adopt agroforestry practices by providing them with technical knowledge, training, and resources.
- **Biodiversity Conservation:** One of the goals of AADB was to enhance biodiversity by integrating trees and shrubs into agricultural landscapes, which can provide habitat for various wildlife species.
- **Soil and Water Conservation:** Agroforestry practices can help in soil and water conservation, and AADB worked towards implementing such practices to mitigate soil erosion and improve water quality.
- **Livelihood Improvements:** AADB aims to improve the livelihoods of rural communities by diversifying their income sources through agroforestry.
- **Reforestation and Afforestation:** The Board also focuses on reforestation and afforestation efforts to increase forest cover in the state and combat deforestation.
- **Research and Development:** AADB may be involved in research and development activities related to agroforestry and its benefits in the Assam region.

C. Ongoing Activities under AADB:

- Numaligarh Refinery Limited AND PCCF & Hoff, ASSAM, ARANYA BHAWAN, PANJABARI MOU for the establishment of 3 numbers of bamboo nurseries (5 Hectares each) in Assam
- Flood and Erosion Management via Nature-based Solutions (NBS) for select regions in Assam under the ADB aided Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project in Assam (CRBIFRERMP)
- Spear Head Agency for the Amrit Brikhyo Andolan
- Exploring emerging opportunities for carbon credit market in the forestry sector of Assam

D. Brief on CRBIFRERMP:

The Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project (CRBIFRERMP) is an Asian Development Bank (ADB) aided project of the Government of Assam and will be executed by Flood and River Erosion Management Agency of Assam (FREMAA) a Special Purpose Vehicle (SPV) under the administrative control of Assam State Water Resource Department. Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented. Therefore, the Government of Assam (GoA)

has associated with the Asian Development Bank (ADB) through FREMAA and AADB for development of an integrated approach for management and river bank erosion in the Brahmaputra River basin in selected locations across Assam. The project aims to establish a systematic and holistic mechanism with inclusion of Climate Resilient measures for the management of Floods and Erosion in Assam.

E. Invitation

FREMAA now invites applications from eligible Indian citizens to provide the Services of a Finance Officer to be placed in AADB. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

F. Scope of Services

1. **Facilitate in implementing and enhancing the Financial Management (FM) arrangements for the CRBIFRERMP:**

Assist in implementing and enhancing the system of financial management (FM), planning and budgeting, funds flow, accounting, information system, and monitoring in the AADB during the implementation of the CRBIFRERMP, in close liaison with FREMAA. Ensure compliance with the FM arrangements per the project administration manual (PAM) and FM manual for the project; and suggest improvements from time to time, to keep the FM Manual relevant. The PAM may be downloaded from <https://www.adb.org/sites/default/files/project-documents/56283/56283-001-pam-en.pdf>

2. **Planning and Budgeting:**

- a) Assist AADB and FREMAA in preparing annual and supplementary budgets, forecasting source-wise funding requirements, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
- b) The Finance Officer will also be responsible for preparing necessary budget monitoring reports on quarterly basis and submit and present them to the management of AADB and FREMAA. The reports will include variance analysis and any other relevant information as deemed necessary by the management.

3. **Fund Flow arrangement:**

- a) Work with FREMAA and the field officials of AADB to establish an effective fund flow arrangement in accordance with the ADB-approved PAM.
- b) Work closely with staff of FREMAA and AADB in preparing requests to state government for release of funds, quarterly or as required.

4. **Accounting:**

- a) Assist in utilizing the Tally software for project recording, in close co-ordination with FREMAA.
- b) Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Project using the Tally software.
- c) Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
- d) Prepare monthly statement of accounts along with Bank reconciliation of accounts for review of CEO, AADB.
- e) Monitor expenditure incurred and process payments and disbursements as required under the project and ensure that these are reconciled with ADB records.
- f) Work with the divisional and sub-divisional offices of AADB to implement an effective accounting solution for proper maintenance of books of accounts of the project.

5. **Statutory compliance:**

Statutory compliances as applicable

6. **Audits (internal and external):**

- a) Providing support for conduct of internal and external audits of the CRBIFRERMP.
- b) Monitor and provide support to internal and external auditors, by providing relevant documents necessary for the auditors to carry out their work.
- c) Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the AADB level.
- d) Assist in coordinating the semi-annual meetings of the Audit Review Committee to discuss the internal and external audit reports.
- e) Undertake field visits and carryout random checks of books of accounts maintained by Divisions and sub-divisions from time to time.

7. **Reporting:**

- a) Consolidate the financial position of the project with information from all quarters/field offices.
- b) Prepare quarterly progress reports for AADB and submit to FREMAA for consolidation, in accordance with ADB PAM or any other relevant ADB loan document. Ensure that the prescribed formats in the PAM are followed, and any limitation or constraints in following the PAM formats, are reported timely to AADB and FREMAA.
- c) Prepare Annual Project Financial Statements (APFS) such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements for the AADB. Provide the necessary support and supplementary information to ensure timely completion of audit of the project financial statements.
- d) Assist FREMAA in preparation and submission of WAs and Audit Reports to the Asian Development Bank and any other reporting obligations to stakeholders.
- e) Provide timely FM inputs for preparation of annual and quarterly progress reports, and other such reports and submit to FREMAA from time to time.

8. **Other matters:**

- a) Coordinate on FM matters with FREMAA to facilitate smooth project implementation.
- b) Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- c) Conduct training and capacity building of the FM staff of AADB and respective field offices/divisions, to ensure maintenance of separate books of accounts for the project and related documentation.
- d) Any other work as directed by the CEO, AADB from time to time.

G. Deliverables:

Timely submissions of Monthly, Quarterly and Annual Expenditure Progress Reports/ Financial Reports, Annual budgets and expenditure forecasts, and other such reports solicited by the CEO, AADB; and any other deliverables arising out of the above-mentioned tasks.

H. Qualification and Experience:

A qualified Chartered Accountant having at least 3 years of experience in accounting and financial management or an M. Com/ MBA in accounting and financial management with 8 years of experience. Qualified intermediate CAs with 8 years of experience will also be preferred. Experience of working in externally aided project would be given preference. Knowledge of TALLY and Microsoft applications (i.e., Excel, Word, Powerpoint, etc.) is mandatory. Proficiency in English is mandatory and in local language will be an added advantage.

I. Duration of Contract:

The duration of the contract will be for three (03) years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements. The Officer shall be based full time for the CRBIFRERMP at the AADB office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

J. Reporting and Performance Review:

The Officer will report to the CEO, AADB or any other official as decided by CEO-AADB. The work and performance of the Officer shall be reviewed by the CEO, AADB on a regular basis.

K. Facilities to be provided by the Client:

The Officer will be provided the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Access to Tally and ADB system (i.e., Loan and Financial Information Services)
- Counterpart staff to work with.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the officer. However, in case of necessary travel to field and or outside the AADB office, the Project will provide transportation or travel costs as per TA/DA rules of FREMAA for PIUs.

L. Remuneration:

Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations.

Terms of Reference for Accounts Assistant

1	Name of the Post	Accounts Assistant
2	Period of Contract	The contract will be for three years, with a probation period of one year. The contract will be reviewed annually and renewed based on performance and work requirements.
3.	Number of Vacancies	02 (Two)
4	Place of Work	Guwahati, Assam
5	Job Profile	Assist the officers of the Finance team, including the Finance Officer in all accounting and financial matters related to the ADB-financed Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project like, keeping records of all files/transactions/Book of Accounts and maintenance of the same in Tally; statutory compliances, Audit, submission of Withdrawal applications to FREMAA, ADB, etc.
6	Qualification	Graduate in Commerce/Finance from a recognised university with minimum 55% marks or equivalent CGPA in aggregate with knowledge of Tally ERP 9.0. Candidates with experience in using PFMS will be given preference.
7	Experience	5 years of experience in similar work profile in any Govt./Semi Govt. or organisation of similar repute.
8	Skills	Proficiency in Tally, MS Word, MS Excel, MS PowerPoint is mandatory. Knowledge of written communication in English and fluency in Assamese, Hindi and English is required.
9.	Remuneration	Rs 31,000 per month. TA/DA and other allowances admissible as per AADB norms

**Terms of Reference for Human Resources Executive
under Assam Agroforestry Development Board (AADB)**

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- Flood and Erosion Management via Nature-based Solutions (NBS) for select regions in Assam, a Sub Project under Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project in Assam (CRBIFRERMP) –ADB Funded
- Spear Head Agency for the Amrit Brikhyo Andolan
- Exploring emerging opportunities for carbon credit market in the forestry sector of assam

D. Brief on the Climate Resilient Brahmaputra Integrated Flood and Riverbank Erosion Risk Management Project in Assam (CRBIFRERMP): The Climate Resilient Brahmaputra Integrated

Flood and Riverbank Erosion Risk Management Project (CRBIFRERMP) is an Asian Development Bank (ADB) aided project of the Government of Assam and will be executed by Flood and River Erosion Management Agency of Assam (FREMAA) a Special Purpose Vehicle (SPV) under the administrative control of Assam State Water Resource Department.

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E. Invitation:

FREMAA now invites applications of eligible Indian citizens to provide the Services of a HR Executive to be placed in AADB. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

F. Scope of Services:

- i) Assisting in recognizing the manpower requirements and putting up for approval.
- ii) Assisting in creating job descriptions for various roles and advertising them on approved platforms.
- iii) Managing HR and administrative activities like meetings, interviews, and other schedules.
- iv) Assisting the recruitment process that includes sourcing, screening and conducting interviews.
- v) Handling joining formalities and orientation of new employees.
- vi) Managing the employees' data base of each department/wing both in hard and soft formats.
- vii) Assisting in planning and designing employee compensation and benefits package and wage settlements in consistent with the HR budgets.
- viii) Assisting in execution of employees' performance review procedures (e.g. quarterly/annually).
- ix) Assessing the training needs and assisting in designing, coordinating and conducting the training and development programs.
- x) Managing the day-to-day HR functions like attendance, leave, employee conduct, etc., and promoting a productive workplace and ensuring a culture of collaboration and accountability.
- xi) Conducting exit interviews and recognizing the reasons for resignation.
- xii) Listing employees' complaints/grievances and assisting authority in redressal of the grievances and managing workplace safety.
- xiii) Ensuring that the employees are complying with the policies and executive orders and instructions.
- xiv) Assisting authority in taking disciplinary actions.
- xv) Any other work assigned by authority from time to time.
- xvi) Conducting Seminars and meetings and taking lead in several activities conducted by AADB

G Eligibility Requirements:

- i) A first-class MBA/Post Graduate Degree/Diploma in HRM/Personnel Management from an AICTE recognized institution or University.
- ii) At least 03 years of experience in HRM/establishment works in a Government Office/PSU/Autonomous Body/private sector, etc, is required.
- iii) Should have leadership qualities and abilities.
- iv) Should have strong verbal and written communication skills preferably in English language.
- v) Should have competence to build and effectively manage interpersonal relationships at all levels.
- vi) Proficiency in MS Word, Excel and Power point is mandatory.
- vii) Incumbent having experience of working with HR software or ATS would be preferred.

H. Age:

Maximum age limit is 45 years as on 01/01/2024.

I. Duration of Assignment:

The duration of contract shall be for minimum period of 11 months, to be reviewed and renewed based on performance and work requirements of AADB.

J. Responsibility of the HR Executive:

The HR Executive shall be fully responsible to manage the day to day activities and coordinate with project team and officials of AADB with high dedication, integrity and ethical behavior. The incumbent should not have any conflict of interest and should maintain confidentiality of information as required under rules and acts in force and as per the policies of the MDBs and AADB.

K Travel Requirements:

The HR Executive shall be based full time at the AADB office in Guwahati and must be willing to travel to project sites, as and when necessary, as per the project requirements

L. Reporting and Performance Review:

The HR Executive will report to the CEO of AADB or any other official as decided by CEO-AADB. The incumbent will submit monthly updates and reports on significant HR activities and issues. The work and performance of the Executive shall be reviewed by the CEO, AADB on a periodic basis.

M. Facilities to be provided by AADB:

AADB will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data and other information relating to the works.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the incumbent. However, in case of necessary travel to field, the incumbent will be provided TA/DA as per FREMAA norms for PIUs.

N Remuneration:

Rs 50,000/- per month. TA/DA admissible as per FREMAA norms for PIUs.

O. Selection Method:

Selection of the HR Executive will be through the process of interview.

CEO, FREMAA