

**Job Description
For
Manager Procurement and Contract Management**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Manager- Procurement and Contract Management, PMU, U-PREPARE, Uttarakhand, Dehradun
Location:	PMU, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Finance Controller, Reporting Officer
Responsible for:	Lead and support the entire procurement life cycle for all goods and services that the PMU procures.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Manager Procurement and Contracts management will understand, develop, manage, and control all facets of contract formation, negotiation, management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **07 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with The World Bank safeguards/guidelines is an advantage.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- b) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- c) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- d) Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- e) Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
- f) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- g) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- h) To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU, for the WB etc.
- k) Participate in periodic training of the PMU staff on Contracts and Procurements
- l) Any other relevant work as and when required.

Job Description

For

Multi-Purpose Worker

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Multi-Purpose Worker
Location:	PIU-USDMA, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer, Manager Office Management.
Responsible for:	Carrying out day to day works required in the offices of PIU

BACKGROUND:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Multi-Purpose worker will be responsible to efficiently manage and execute a variety of daily based tasks and operations essential for the smooth functioning of PIU within the U-PREPARE project.

Person Specification:

Intermediate (10+2) with at least 01-year work experience in related field.

Scope of Work:

- Opening and closing of PIU.
- Assisting in daily based and routine PIU operations in the premise
- Maintenance of cleanliness and hygienic conditions in the PIU premises.
- Arrangement for drinking water in the PIU
- Distribution of files/documents in the required departments
- Any other PIU related miscellaneous activities as assigned by seniors.

**Job Description
For
“Procurement and Contract Management Expert”**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Procurement and Contract Management Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU-USDMA, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
Responsible for:	Lead and support the entire procurement life cycle for all goods and services that the PIU procures.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Procurement and Contracts management Expert will understand, develop, manage, and control all facets of contract formation, negotiation, and management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **05 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- b) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- c) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- d) Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- e) Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
- f) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- g) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- h) To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- k) Participate in periodic training of the PIU staff on Communication and Documentation.
- l) Ensure compliance with the WB safeguards/guidelines.
- m) Any other relevant work as and when required.

**Job Description
For
“Procurement and Contract Management Expert”**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Procurement and Contract Management Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU-RWD, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
Responsible for:	Lead and support the entire procurement life cycle for all goods and services that the PIU procures.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Procurement and Contracts management Expert will understand, develop, manage, and control all facets of contract formation, negotiation, and management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **05 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
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- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- k) Participate in periodic training of the PIU staff on Communication and Documentation.
- l) Ensure compliance with the WB safeguards/guidelines.
- m) Any other relevant work as and when required.

**Job Description
of
Senior Manager Civil**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Senior Manager Civil, Uttarakhand, Dehradun
Location:	PIU-PWD, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer
Responsible for:	Overall management, oversight, monitoring Provide Engineering Support for Civil Works in U-PREPARE project.

BACKGROUND:

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for “Uttarakhand Disaster Recovery Project (Additional Financing)”. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The designee will oversee and manage the civil engineering work responsibilities under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies

Job Specification

- Engineering Graduate in Civil engineering OR Equivalent
- At Least 5 Years of relevant work experience with Central Govt/State Govt/Public sector Organizations /EAP (Externally Aided Projects) Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations in bridge/ Slope protection work.
- Management and Execution of Civil work as per drawing & Project Schedule.
- Monitor Quality & related documentation.
- Cost Estimation & Budget Planning for civil work.
- Prepare & Submit report on daily/weekly basis.

Scope of Work:

1. Project Execution of heavy engineering civil work in industrial, Process plants.
2. Well conversant with codes and standard for Civil engineering practices & familiar with stringent safety norms
3. Quality Control and Quality Assurance practices adherence
4. Review & Analysis of civil-Structural drawings, Quantity Survey, Cost Estimation.
5. In-depth knowledge of Geotechnical Investigation, Civil & Structural works including study & analysis of drawings & specifications, preparation of bar bending schedule, measurement of civil structural works, effective resource planning and utilization, Preparation of Method Statements.
6. Competent in liaising with contractors & consultants for accomplishing activities like design clarification, project closeout issues etc.
7. In-depth knowledge of concrete mix design
8. Computer Skills: MS word, MS Excel, MS Project, Power point
9. Experience in construction, quality control and quantity survey.