

BIHAR VIKAS MISSION

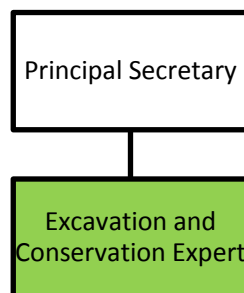
Job Description



1. General Information

Position Title:	Excavation and Conservation Expert
Reports to:	Principal Secretary - Youth Art and Culture Department
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Design a strategic plan and roadmap for excavation, conservation and restoration of archaeological sites and thus protecting the heritage of the State, in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionalities
- Contribute to the Department's work plan related to Archaeological monitoring, Archaeological excavation, Environmental Impact Statement (EIS), GIS Analysis and Mapping, Geophysical Survey, Archaeological assessment and Visual Impact Assessment, through insightful analysis, modelling and innovative solutions
- Conduct domain research and provide insights, ensuring incorporation of best practices, trends and technologies from across different states and countries in order to facilitate management decision-making
- Assist the Department in formulating new policies and reforming existing policies in order to facilitate conservation of the archaeological sites, protection and regeneration of historical landscapes through Structural Conservation Engineering
- Support the Department in required process & system reforms to ensure effective implementation of the strategic plan, as required
- Provide expert advice for implementing conservation projects and constituent activities – Condition Assessment Reports, Conservation Plans, Heritage Impact Assessments, Heritage Advice Reports, Measured Surveys, 3D rendering of historic buildings etc.
- Liaise with relevant officials in the Department to develop ideas and plans to address departmental priorities related to Excavation & Conservation and undertake strategic and operational planning exercises
- Provide guidance and support to the Department in ensuring that the archaeological discoveries are effectively channelized into relevant State / Department policy for promotion of the heritage of the State
- Establish and build partnerships with important and relevant national and international level bodies

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and organizations like Ministry of Culture (Government of India), Archaeological Survey of India, UNESCO and other leading archaeological organizations

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Essential

- Master's degree in Archaeology
- Minimum 15 years of experience in archaeology domain with at least 7 years of experience in leading, planning and implementing excavation, conservation and restoration projects across various States in India

Preferred

- Less than 70 years of age as on 1st January 2017
- Experience of working with state and national level large scale projects (budget value of more than Rs. 500 crores) will be given preference with proven records of execution of the project
- Proven track record of leading / managing / advising on excavation and conservation projects / initiatives / programs in state / central government / bilateral / multilateral organizations (such as UNESCO, World Bank, DFID, UNDP, ADB etc.)
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honors / Awards / discourses / recognized publications in relevant area will be an added advantage

5. Knowledge and Other Skills

- Strong interpersonal and networking skills
- Experience of policy and process design, operations development and management in the domain of archaeology
- Excellent knowledge of latest technologies, trends and best practices in Excavation & Conservation
- Experience in providing evidence-based, outcomes-oriented programme management and technical support, including training, operations research and large-scale programme monitoring
- Demonstrated ability to manage staff / consultants / operations in the States and managing large teams - technical, operations and administrative
- Fluency in written and spoken English and Hindi