



3rd floor, Directorate of Inland Water Transport, Ulubari, Guwahati– 7: Email: dir.iwtds-as@gov.in
Tel: +91361-2462677

**Terms of Reference (TOR) for the position of
Senior Project Manager (Technical)**

Essential Qualification:

- Master degree in Civil Engineering /Mechanical Engineering /Construction Management or relate discipline. Experience in shipping Industry with Project Management Professional (PMP) certification would be an added advantage.

Work Experience:

- Candidates must be having minimum 22 years experience of which majority of experience should be in project management of large scale infrastructure projects preferably in the transport department in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.
- Experience in port, shipping or marine infrastructure will be preferred.

Competencies Required:

- Good Knowledge of contract management, project planning, procurement administration, monitoring management techniques and technical evaluations.
- Experience of using Internet based applications, using and working with advanced word processing /spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Using and working with AutoCAD, STAAD Pro, Arc GIS and other related software /applications.
- Good knowledge on river terminal planning and river surveys (typographical, hydrographical and geotechnical investigations, hydrological), Design validation & approval.
- Organizational competencies, Project management, leadership, Strong analytical and report writing skills to keep project, processes, and the entire engineering tasks on track.
- Self-motivated, ability to multitask and work under pressure in a timeline-driven environment. Good communication & presentation skills.

Key Job Responsibilities:

- Lead the Project Technical Team and assist them in day to day activities. Incumbent will be the “single point” responsible person related to Project execution and management.
- Monitor and ensure the project deliverables are completed successfully on or before the deadline.
- Timely updating management about criticality and mitigation measures.

- Implementing the Government policies and other policies related to construction.
- Planning and implementation of construction projects to ensure they are completed on time and within the allotted Budget.
- Overseeing various technical activities under the AIWT, adherence to the timeliness and making necessary adjustments in order to ensure successful completion of all construction projects.
- Planning and designate project resources, prepare budgets, monitor progress and keep all the stakeholders informed all throughout.
- Maintain construction schedule and adherence according to schedule. He /She will distribute duties among staffs. Review the monthly & weekly task schedule.
- Maintaining overall quality of a construction project and ensure the work is done as per standard construction procedures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manage, monitor, supervise and expedite the progress of the individual components under the project plan.
- Review management reports and assist project team on risk and issues mitigation measures.
- Timely review of risk registers and issue log, participate in key risk management discussions and advise mitigation measures.
- Assist in developing & implementing best project management practices & ensure controls management mechanism process in place.
- Assist in composing responses to client communication and reports.
- Assist team in prioritizing the technical issues and do a Root cause analysis (RCA).
- Evaluate technical methods and alternatives suggested by the consultants.
- Participate in Technical Bid Evaluation of all Contracts related to Civil Works.
- Check and confirm the accuracy of submissions from contractors, vendors and suppliers for the work to be performed, coordinate and ensure approvals are received from the AIWT Project in timely manner.
- Set up procedure and processes in monitoring and tracking of engineering related documentation throughout the project lifecycle.
- Communicate and collaborate with vendors, suppliers, and contractors
- Prepare and deliver various construction related presentations, both internally and externally
- Any other duties assigned by State Project Director, AIWTDS.

Remuneration:

The monthly remuneration would be in the range of 150000/- to 200000/- or 30% hike on the existing remuneration. Depending on qualification, experience and competency of the candidate, the remuneration is negotiable.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

Note: - This is a draft Terms of Reference and the State Project Director, AIWTDS reserves the right to modify the same without intimation at any stage before or after the recruitment cycle is completed.