GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
5ᵀᴴ FLOOR, KATABARI, DPS ROAD, NH-37, GORCHUK,
GUWAHATI-781035

No. ASDM-30/2017/PT-I/909   **Dated Guwahati, the 3ʳᵈ September 2024**

TERMS OF REFERENCES(TOR) OF RECRUITMENT NOTICE
(For advertisement notice no. ASDM-30/2017/PT-I/ 708   Dated.   03/09/2024)

Sl. No	Name of Position	Required Qualification & Experience	Terms of Reference (ToR)	Salary
1	Skill Project Manager -Social Mobilization & Capacity Building	Post Graduate degree in Sociology/ Anthropology / MSW/ Psychology from recognized university with minimum of 7 years experience in relevant field	**Job Description/ Role and Responsibility: -** **a.** Excellent communication skills in English, Hindi & Assamese (local language skills are preferred). **b.** The Skill Project Manager- Social Mobilization & Capacity Building will be responsible for designing various policy frameworks and intertwining them. **c.** Should prepare a comprehensive state capacity building plan and initiate implementing the same throughout the state. **d.** Further he/she will also design implementation guidelines according to the policy framework. **e.** He/She will be working closely with the Mission Director of the project and strive to improve project implementation guidelines across the project period. **f.** He/she is responsible for all IEC/BCC activities; like: ➢ Preparation of action plan for implementation of IEC/BCC component. ➢ Preparation of newsletters/reports etc. and content for social media for the platform of IEC/BCC programs in the state for wider dissemination. ➢ To develop audiovisual, print outdoor outreach IEC materials both in Hindi, English, and local languages and circulate the same up to Panchayat level. ➢ To develop key messages which are required to be communicated to the various stakeholders including the beneficiaries and implementers. ➢ To develop an integrated IEC strategy and put in place measures for implementing it by selecting an appropriate medium of communication. **g.** SPM will strategically have threefold responsibility including specialist functions, project management at the district level, and leading single or multiple livelihood interventions of the project. **h.** SPM will be responsible for : ➢ Partnership management with service providers both public and private, coordinating relationships with project stakeholders as well as external resource agencies. ➢ Convergence with Government Departments, linkages with financial institutions, building capacity of NGOs and civil society organizations. ➢ Team building across the project and handholding on project management, performing administrative functions, financial management, and conflict resolution to district and other units. ➢ Undertaking workshops, training, and induction programs at various levels ➢ Coordinating project-based studies, evaluation, and research assignments. ➢ Timely reporting, review, and supervision of tasks. **i.** Any other tasks as assigned by MD/AMD or may arise during the Project Period	75000/-

2	Skill Project Manager- Monitoring & Evaluation	Post Graduate and MBA from recognized university with minimum 7 years' experience in relevant field	**Job Description/ Role and Responsibility:** a. Excellent communication skills in English, Hindi & Assamese (local language skills are preferred). b. The Skill Project Manager- Monitoring & Evaluation will be responsible for designing and implementing the M&E activities of the Project; assisting the Mission Director/ Skill Project Managers in preparing Quarterly/Annual reports on project progress and will monitor the project activities regularly, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities. The PM- Monitoring and Evaluation works in close collaboration with the project team and operations cluster, Government officials, private sector, non-government, and civil society organizations. c. He/she shall work in close association with MD, AMD, and other SPMs for improvement of the project during the project period. d. Develop and strengthen monitoring, inspection, and evaluation procedures. Develop project monitoring plan of the projects in line with project and consulting with the program team and partners. e. Monitor all project activities, expenditures, and progress towards achieving the project output. f. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks. g. To supervise regular data collection through implementing partners and ensure the quality of the data by random verification and validations h. To record, manage, and preserve monitoring and evaluation data in a safe and accessible way. i. To analyze and discuss findings based on regular monitoring data. j. Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners. k. Ensure that implementation of field activities adheres to Skill Development and placement monitoring and evaluation system. l. He could have monitoring and evaluation techniques and processes, data collection and management, analytical and research skills, good command over report writing in English, good interpersonal skills, excellent computer knowledge with command in MS Excel among other packages of MS Office m. Identify and document success stories and case studies on extraordinary aspects of the project. n. Any other tasks as assigned by MD/AMD or may arise.	75000/-

| 3 | Skill Project Manager- Placement & Post Placement Tracking | Post Graduate degree in Human Resources/ MBA (HR) from recognized university with minimum 7 years' experience in relevant field | **Job Description/ Role and Responsibility:**
a. Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred).
b. Skill Project Manager-Placement & Post placement tracking will function with specialist capacity.
c. He/she will be coordinating with third parties, Manpower Agencies, Related Portals, etc.
d. He/She will understand their business model, and coordinate with internal customers such as PMKK/ PMKVY teams and outside customers such as concerned third parties, helping them with the strategy and model of placing trainees nationally.
e. She/he will also deal with the SSCs who are also responsible for placing the candidates.
f. Designing various policy frameworks related to his/her thematic area and intertwining them
g. Designing implementation guidelines according to the policy framework
h. Partnership management with service providers both public and private, coordinating relationships with project stakeholders as well as resource agencies.
i. His/her expertise will be available to the district and lower level.
j. Skill Project Manager will further ensure task accomplishment against the plan at the district and other units of the project.
k. His/her hands-on experience in the field will help SPMU in policy design, system improvement, and upgrading implementation guidelines of the project. Besides these, PMs will be extending handholding support to districts and other units on linkages with financial institutions, convergence with Government programs, capacity building of community institutions, planning, and team building.
l. He/she will work on the development of IT systems for tracking retention, placement, career progression, etc., and the development of a state youth database.
m. He/she will deal in overseas placement. His/her expertise in VISA and immigration management, global workforce planning & analytics will further ensure to develop a successful model for placing the candidates globally.
n. Any other tasks as assigned by MD/AMD or may arise during the Project Period | 75000/- |
| 4 | Skill Project Manager- Human Resource & Administration | Post Graduate degree in Human Resource/ MBA (HR) from recognized university with minimum 7 years of experience in relevant field | **Job Description/ Role and Responsibility:**
a. Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred).
b. Skill Project Manager - Human Resource & Administration will be responsible for designing various policy frameworks and intertwining them. Further, he will also design implementation guidelines according to the policy framework.
c. He/she will be working closely with the Mission Director of the project and strive to improve project implementation guidelines across the project period.
d. SPM will strategically have threefold responsibilities including specialist, functions, project management at the district level, and leading single or multiple livelihood interventions of the project.
e. He/ She should have total experience in HR / Administration / Project Management.
f. He/ She will be responsible for all administrative work including Salary, Leave, etc.
g. Along with these. SPMs will be responsible for :
  ➢ Team Building and Shared Vision in the Mission.
  ➢ Developing Learning System.
  ➢ Performance Appraisal of the Staff.
  ➢ Grievance Redress of Staff.
  ➢ Preparing Staff Capacity Building Plan.
  ➢ Institutionalizing System for Services, conduct, and discipline in the Mission.
  ➢ Maintaining a standard rate of staff retention in the Mission.
  ➢ Operating Gender Action Plan in Project
  ➢ Management units.
  ➢ Recruitment and induction of new staff.
  ➢ Any other tasks as assigned by MD/AMD or may arise during the Project Period | 75000/- |

5	District Project Manager- Training	MBA/PGDM/MSW/ PGD in Rural Development/Manag ement/MA-Sociology/BE/ B. Tech along with minimum 3 years of experience in Monitoring Quality Assurance and Evaluation of Training Delivery, experience in institutions like ITI/TSPs/Polytechnic will be preferable, etc.	**Job Description/ Role and Responsibility:** - The role of the District Project Manager is to coordinate with the various Training Partners in the district to help them achieve their Skill targets. District Project Managers-Training is to report/update the Deputy Commissioner of their respective districts at regular intervals with the workings of the TPs on training and placement-related activities. District Project Manager- Training will also have to coordinate their activities with the Employment Officer (EO) / Assistant Employment Officer (AEO) who are responsible for the registration, submission, placement, and guidance of unemployed youth of the state. EOs / AEOs are also responsible for preparing the statistics on unemployment and conducting an Employment Market survey to increase employment opportunities. The operational activities to be undertaken at the district level encompass the following: Excellent communication Skills in English, Hindi & Assamese (local language skills are preferred). ➢ Inspection of training centers and approval whenever required. ➢ Carry out awareness-building and mobilization-related activities in the district and coordinate with the various mobilization channels. Facilitate registration of the candidates on the portal. ➢ Validate and send for approval each batch list before batch commencement. ➢ Monitoring of the conduct of training activities in all the training centers. ➢ Prepare a list of employment opportunities in the district and nearby areas and update SPMU on the same. ➢ Facilitate and assist in local placements. ➢ Random audit/validation of placement reports submitted by the training partners. ➢ Facilitate counseling and post-placement support services to the candidates. ➢ Build & maintain the database of trainers and assessors. ➢ Reporting to SPMU/Departments in specified templates on training progress and adherence to the M&E framework as outlined by SPMU. ➢ Organize Kaushal melas, skill yatras, Job melas, etc. in the district on a regular basis in coordination with the ASDM office. ➢ Address issues captured by the grievance redressal mechanism. ➢ Coordinate with the District Employment Officer and ensure that their actions are synchronized. ➢ Any other work assigned by the ASDM management. .	25000/-

How to Apply and Key Information:

1. Candidates are required to send their CVs along with soft copies of all the testimonials, passport-size photographs, and other relevant documents (if any) on/before 17th September 2024 till 11.59 PM to the following email IDs for the respective post want to apply for :

Sl. No	Email Id	Name of Post
1	recruitment_SM_CB@yahoo.com	Skill Project Manager -Social Mobilization & Capacity Building
2	recruitment_monitoring@yahoo.com	Skill Project Manager -Monitoring & Evaluation
3	recruitment_placement@yahoo.com	Skill Project Manager-Placement & Post Placement Training
4	recruitment_dpmt@yahoo.com	District Project Manager -Training
5	recruitmenthr@myyahoo.com	Skill Project Manager- HR & Administration

2. The age of the candidates shall not be more than 50 years on 01/01/2024.

3. The shortlisted candidates will be called for a personal interview and the dates of the interview for the respective post will be published on the official website on 24th September 2024.

4. Registration of the shortlisted candidates will be done from 10.00 AM to 12.00 Noon on the date of the personal interview to be conducted at the 5th Floor, Assam Skill Development Mission, NH-37, DPS Road, Katabari, Garchuk, Guwahati-35.

5. All the shortlisted candidates should bring their up-to-date CVs (2 copies) and colored passport-size photograph (2 copies) along with Xerox copies of all relevant certificates of Educational Qualifications, Work Experience and NOC (if applicable) duly signed by the candidates on the date of interview.

6. No TA/DA will be provided by ASDM to attend this interview.

7. Canvassing in any form will lead to disqualification of the candidature of the candidate.

8. For any updates related to this recruitment, candidates are advised to visit our website https://www.asdm.assam.gov.in regularly.

9. Mission Director, ASDM reserves the right to modify the Terms of Reference (TOR) without intimation at any stage before or after the recruitment cycle is completed and his decision will be considered as the final decision regarding shortlisting & final selection of the candidates for the said posts.

Sd/-

(Hanif Noorani, ACS)
Mission Director,
Assam Skill Development Mission
& Joint Secretary to the Govt. of Assam,
Skill, Employment & Entrepreneurship Department.

Memo No. ASDM-30/2017/PT-I/909-A   Dated Guwahati, the 03rd September 2024

Copy to:-
1. Smt. Kasturi Bharali, ACS, Additional Secretary to the Govt. of Assam, SEED for kind information.
2. PA to Principal Secretary to the Govt. of Assam, SEED for kind information of the Principal Secretary
3. Skill Project Manager (Agri & Allied), ASDM for information and necessary action.
4. Project Manager (MIS), ASDM for information and necessary actions.
5. Project Manager (Finance & Accounts), ASDM for information and necessary actions.
6. Concerned Officials of ASDM for information & necessary actions.
7. Office Copy.

Sd/-

Mission Director,
Assam Skill Development Mission