

**JOB DESCRIPTION**  
**Assistant Project Manager**  
**Procurement**

(Project CHIRAAG, Department of Agriculture Development and Farmer Welfare and Biotechnology, Government of Chhattisgarh (GoCG))

**Apply by: 06.09.2021**

**Location: Raipur**

**1. PROGRAMME OVERVIEW**

Chhattisgarh Inclusive Rural and Accelerated Agriculture Growth (CHIRAAG) project is a World Bank-supported transformative project of the Department of Agriculture Development, Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG). This ambitious project is premised on the development and optimum utilization of local natural resources and is well-aligned to *Narwa* (water conservation), *Garuwa* (livestock management), *Ghuruwa* (composting and soil health) and *Badi* (homestead garden) i.e., NGGB program of GoCG. The NGGB policy centres on principles of resource conservation approaches and Integrated Farming Systems (IFS) that have been promoted globally for sustainable development and offer opportunities for year-round production of nutritive food for local consumption and markets.

The project development objective (PDO) is to improve income opportunities and the availability of nutritious foods in targeted households of Chhattisgarh's tribal-dominated areas. It will contribute to the State's agricultural competitiveness in terms of increased production, productivity, with an enhanced focus on water management, livestock development, farm waste management, post-harvest management, storage, value addition, marketability as well as enterprise development for the creation of off-farm employment opportunities. The project will mobilize village communities into 'livelihood groups' (LG), strengthen existing *Gauthans* by promoting Gauthan Committees (GC), CHIRAAG Resource Centers (CRC), promote farmer producer organizations (FPO) and support these community institutions to access markets for accelerated and inclusive rural transformation. The project has 6 components:

1. Community Empowerment and Institutional Strengthening
2. Diversified, Resilient and Nutrition-Supportive Food and Agriculture Systems
3. Value Addition and Market Access
4. COVID-19 Economic Recovery Response
5. Project Management, Monitoring and Knowledge
6. Contingent Emergency Response Component

To achieve the project vision and mandate, Department of Agriculture Development and Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG) invites applications for the position of CHIRAAG **Assistant Project Manager- Procurement** to be based at the State Project Management Unit (SPMU). The details of this position are described below.

## 2. PURPOSE OF THE ASSIGNMENT

The position of **Assistant Project Manager- Procurement** will provide support to SPM-Finance & Procurement under the CHIRAAG project at the state level on Procurement and provide necessary programmatic and technical support towards the achievement of project objectives. S/he will have overall responsibility for effective procurement management for the project and in this regard will work closely with the others component functionaries at the State, District and Block project teams.

## 3. KEY JOB RESPONSIBILITIES:

- Setting up of procurement systems and processes as per the agreed procurement procedures for the project as per World Bank norms.
- Support in developing robust Procurement system for the CHIRAAG program.
- Preparing procurement plan in convergence with key departments and district project units, and use of STEP for all procurement activities.
- Ensure preparation of bidding documents and procurement of equipment, goods works and services as per the agreed procurement procedures and are executed in accordance with World Bank Procurement rules, regulations, policies and, procedures and in accordance with requisitions received
- Assist with development of specifications based on end user requirements and preparation of shortlists.
- Issue invitations to bid, request for quotations, and Requests for Proposals (RFPs), as appropriate;
- Evaluate offers to ensure compliance with requirements in Bid documents ;
- Preparation of appropriate documentation and forms, including short-lists, Purchase Orders/Service Contract and Amendments, ensuring that all specifications, terms and conditions are according to issued RFQ/RFB/RFP;
- Liaison with contractors/suppliers to ensure timely delivery. Liaise with end-users, contractors and suppliers on quality deficiencies and on appropriateness of goods/works;
- Evaluation of contractors'/ suppliers' claims pertaining to outstanding contracts/procurement actions; subsequent endorsement of invoices in accordance with Financial Rules and Regulations;
- Should be able to work independently and under pressure.
- Provide support in robust complaint handling and disposal.
- Support the SPM- Finance & Procurement for all procurement related issues

## 4. QUALIFICATION AND EXPERIENCE

**Education:** Graduate in Engineering or MBA or Post Graduation in Economics/Commerce or equivalent.

Qualification (Desirable): Advance Diploma/Degree in Public Procurement/SCM or equivalent.

**Experience:** Minimum 6 years of post qualification relevant experience required.

1. Experience in public procurement of goods, works, consulting and non-consulting services, contract management .

2. Experience of handling procurements for projects funded by Multilateral Financing Institutions like , World Bank or other similar institutions .
3. Experience of working in large Social sector programmes, Rural development, livelihood or related social sector project will be an added advantage.

**Experience in CG:** Work experience in similar programmes in CG or adjoining States for tribal population is preferred. Experience of working with government social development/ rural livelihood/ agriculture development projects will be an asset.

**Age:** Applicant should not be above 55 years of age as on the closing date of application.

Language proficiency and computer skills: Fluency in English and Hindi is essential. Working knowledge in Microsoft Office including Word, Power point, Excel is essential.

#### **5. SUPERVISOR:**

The position will report to State Project Manager- Finance & Procurement.

#### **6. OFFICIAL TRAVEL**

The position is expected to travel to the CHIRAAG project areas as required.

#### **7. DURATION OF CONTRACT**

This is contractual position with Project CHIRAAG for duration of two years, with possibility of extension for a further period of the project duration subject to satisfactory performance review and program continuity.

#### **8. COMPENSATION**

The compensation for the position will be INR 80,000/- per month, subject to negotiation and candidate's qualification and experience.

The compensation includes a performance linked variable annual pay up to 10% of the average annual salary.

#### **9. APPLICATION PROCEDURES**

Qualified and eligible candidates are requested to apply for the position online by on or before the closing date **September 06, 2021**.

Please note that only online applications will be accepted and application sent in any other means will not be considered.

#### **10. POLICIES GOVERNING THE SELECTION**

- **No Canvassing policy:** The applicant should refrain from canvassing in any form. Any instances of canvassing or influence the selection process will make the applicant liable to be rejected.
- **Equal Opportunity:** The CHIRAAG project is an equal opportunity employer for all Castes, gender or social groups. Females are encouraged to apply for this position.