

## ADVERTISEMENT

Applications are invited for Walk-in-interview for the following vacancies in Jal Jeevan Mission Assam to be engaged in SMMU on contractual Basis:

Name of Post	Nos. of Post	Remuneration in Rs. Per month	Required Qualification & Age	Date & Time of Walk-in-Interview	Venue
State Coordinator – Training & Capacity Building	1	Rs. 60,000.00 - 80,000.00 (Rupees Sixty Thousand – Eighty Thousand only )	<ol style="list-style-type: none"> <li>1. Master in Social Work with minimum 60% marks from recognized university/Institute</li> <li>2. Preference will be given to candidates having minimum 5 years of experience in HRD or Training and Capacity Development activities, preferably in Govt Missions like SBM G and JJM Assam</li> </ol>	11-09-2023 Reporting Time - 10:00 AM	O/o the Mission Director, Jal Jeevan Mission, Assam, Hengrabari, Guwahati-36
State Coordinator -HRD	1	Rs. 60,000.00 - 80,000.00 (Rupees Sixty Thousand – Eighty Thousand only )	<ol style="list-style-type: none"> <li>1. MBA /MSW with HR as Specialisation from recognized university/Institute</li> <li>3. Preference will be given to candidates having minimum 5 years' experience in HR/Personnel Management activities in large scale in the field of Water and Sanitation (WASH), preferably in Govt. Missions like SBM G or JJM Assam.</li> </ol>	12-09-2023 Reporting Time - 10:00 AM	O/o the Mission Director, Jal Jeevan Mission, Assam, Hengrabari, Guwahati-36
State Coordinator - IEC and Rural WASH Expert	1	Rs. 60,000.00 - 80,000.00 (Rupees Sixty Thousand – Eighty Thousand only )	<ol style="list-style-type: none"> <li>1. Post Graduate Degree in Social Science with minimum 60% marks from a recognized university/Institute.</li> <li>2. Must have 5 Years experience of IEC and WASH activities</li> <li>3. Preference will be given to Candidates working on Government Missions based on Community Rural Drinking Water Supply and Sanitation Projects.</li> </ol>	13-09-2023 Reporting Time - 10:00 AM	O/o the Mission Director, Jal Jeevan Mission, Assam, Hengrabari, Guwahati-36

For further details, please visit the website of Jal Jeevan Mission, Assam. URL:

<https://jjmassam.in/index.php/main/pg/Recruitment>

*(Signature)*

(Er. Dibyajyoti Duarah)  
Chief Engineer (PHE), Water  
Cum Additional Mission Director (T)  
Jal Jeevan Mission, Assam

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**Terms of References (TOR)**  
**State Coordinator-Training & Capacity Building**  
**Jal Jeevan Mission, Assam**

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**A. Essential Qualification**

1. Master in Social Work with minimum 60% marks from recognized university/Institute

**B. Desirable Qualifications/Skills**

1. Preference will be given to candidates having minimum 5 years of experience in HRD or Training and Capacity Development activities, preferably in Govt Missions like SBM G and JJM Assam.
2. Exposure to participatory processes and trainings essential (PRA/PLA).
3. Experience in preparation of training modules/session plans highly desirable.
4. Experience of working on community based rural drinking water supply & sanitation projects highly desirable.
5. Experience in preparation of reports and documents highly desirable
6. Familiar with MS Office and Internet.

**C. Job Description**

1. Conduct training need assessment to identify capacity building needs of different stakeholders.
2. Develop and strategize Annual Capacity Building Plans and Training Calendars for effective implementation.
3. Conduct capacity building programs as per Annual Training Calendar.
4. Assist in organizing other knowledge events, workshops, seminars, awareness camps and annual meets.
5. Support strengthening and capacity building of Implementation Support Agencies.
6. Planning and coordination of skill development training across the state.
7. Preparation of training module as per requirement.
8. Any other task as and when assigned by the concerned authority

**D. Duration of the Contract**

The contract period of the State Coordinator – Training & Capacity Building is initially for a period of **11 months**. Further extension will be based on the performance appraisal of the concerned person and project requirement.

**E. Remuneration**

The proposed remuneration will be Rs.60, 000/- (Rupees Sixty Thousand) per month (Inclusive of all incentives & perks).

- Engagement will be purely on temporary basis and no way will be made permanent.
- Interested candidate may appear for the interview along with all original documents
- No TA/DA will be admissible to the candidate for appearing the interview



(Er. Dibyajyoti Duarah)  
Chief Engineer (PHE), Water  
Cum Additional Mission Director (T)  
Jal Jeevan Mission, Assam

**A. Essential Qualification**

1. MBA /MSW with HR as Specialisation with minimum 60% marks from recognized university/Institute

**B. Essential Qualifications/Skills**

1. Preference will be given to candidates having minimum 5 years' experience in the field of Water and Sanitation (WASH), preferably in Govt. Missions like SBM G or JJM Assam.
2. Experience in HR/Personnel Management activities in Large scale / HR management for organization/ government mission is essential.
3. Familiar with MS Office and Internet

**C. Job Description**

1. Payroll Management.
2. Support in recruitment of personnel under the Mission
3. On-boarding and Off-Boarding process.
4. Support in induction and orientation program for new recruits
5. Timely performance appraisal of personnel.
6. Maintain historical human resource records, leave and attendance records and periodic submission to Domain Heads
7. Strategic HRM, HR Plan & Policy and human resource requirement plan, HR code of conduct for the organization
8. Developing Competency Mapping, job Analysis, job descriptions, comparative remuneration, packages analysis and HR Audit etc.
9. Statutory Compliances e.g implementation of relevant Labour Laws, disciplinary rules and other rules and regulation of Government of Assam.
10. Timely submission of all necessary report to the competent authority.


**D. Duration of the Contract**

The contract period of the Technical Officer is initially for a period of **11 months**. Further extension will be based on the performance appraisal of the concerned person and project requirement.

**E. Remuneration**

The proposed remuneration will be Rs.60, 000/- (Rupees Sixty Thousand) per month (Inclusive of all incentives & perks).

- Engagement will be purely on temporary basis.
- Interested candidates may appear for the interview along with all original documents
- No TA/DA will be admissible to the candidate for appearing in the interview

  
(Er. Dibyajyoti Duarah)  
Chief Engineer (PHE), Water  
Cum Additional Mission Director  
(T)  
JalJeevan Mission, Assam

Terms of References (TOR)  
State Coordinator-IEC and Rural WASH Expert  
Jal Jeevan Mission, Assam

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**A. Essential Qualification**

1. Post Graduate Degree in Social Science with minimum 60% marks from a recognized university/Institute

**B. Essential Qualifications/Skills**

1. Must have 5 Years experience of IEC and WASH activities
2. Preference will be given to Candidates working on Government Missions based on Community Rural Drinking Water Supply and Sanitation Projects.
3. Experience in preparation of reports and documentation is highly desirable
4. Familiar with MS Office and Internet.
5. Candidates who are serving under JJM & SBM G may also apply.

**C. Job Description**

1. Ensure the implementation of WASH related project activities in coordination with the SPS-IEC
2. Liaise and coordinate with stakeholder's/ 3<sup>rd</sup> Party Agencies/WASH clusters/UN agencies
3. Assist in Developing Annual Action Plans and Training Calendars for effective implementation.
4. Assist in organizing other knowledge events, workshops, seminars, awareness camps and annual meets.
5. Drive positive behavioral changes among stakeholders with respect to judicious use of water, safe Handling and storage, ownership of water supply system, etc.
6. Ability to handle multiple tasks and ability to work a flexible work schedule as needed to meet deliverable deadlines
7. Support in undertaking workshops and exposure visits at various levels.
8. Documentation of success stories/ best practices/ institutional arrangements etc
9. Any other task as and when assigned by the concerned authority

**D. Duration of the Contract**

The contract period of the State Coordinator – IEC and Rural WASH Expert is initially for a period of **11 months**. Further extension will be based on the performance appraisal of the concerned person and project requirement.

**E. Remuneration**

The proposed remuneration will be Rs.60, 000/- (Rupees Sixty Thousand) per month (Inclusive of all incentives & perks).

- Engagement will be purely on temporary basis.
- Interested candidates may appear for the interview along with all original documents.
- No TA/DA will be admissible to the candidate for appearing in the interview.

*Dibyajyoti Duarah*

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