



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank Financed

Assam Agribusiness and Rural Transformation Project (APART)
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Draft Terms of Reference (ToR) for Personal Assistant (PA) in the Project Coordination Unit (PCU) of ARIAS Society under APART.

(A) BACKGROUND & OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART. The project involves eight Administrative Departments and 15 agencies (including Directorates/Commissionerate) of the Govt. of Assam. For smooth implementation of the Project, Core Project Implementation Units (CPIUs) have been set up in the concerned Administrative Departments while Operational Project Implementation Units (OPIUs) have been set up in Directorates/Commissionerate/ Agencies. Department of Industries and Commerce is one of the major implementing Departments in APART. ARIAS Society in association with OPIUs now intends to apply a portion of the loan for engagement of **Personal Assistant (PA)** for APART to be placed in the offices of PCUs at Guwahati.
2. The **Project Development Objective (PDO)** of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components of APART: The first **Component A** is Enabling Agri enterprise Development, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. The second **Component- B** is Facilitating Agro Cluster Development with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. The third **Component-C** is Fostering Market Led Production and Resilience Enhancement with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. The fourth component is project Management, Monitoring and Learning.
4. The project will achieve the PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a clusters (production and enterprise) and value chain approach.

(B) OBJECTIVES OF THE ASSIGNMENT & SCOPE

5. The scope of the assignment includes overall orderly management of office of the PCU. The broad objective of the assignment includes ensuring that the day to day activities of the office of PCU are conducted smoothly including record keeping, logistical arrangements for meetings, events etc.

Job Responsibilities of a PA.

- a. Organizing day-to-day schedule for of the concerned PCU office. To accurately pass all incoming information to relevant staff as well as coordination between SPD, DPD/ Administrative Officer and other members of PCU.
- b. Answering incoming telephone calls, typing letters and other correspondence by order of SPD and dealing with other office matters which are approved by his/her reporting officer or the Department's Coordinator in PCU, ARIAS Society;
- c. Ensuring clear and, depending on confidentiality, database management of all incoming and outgoing documentation for the PCU;
- d. Efficiently organizing, maintaining and safekeeping of PCU office files and providing files/file information to the SPD, DPD/Administrative Officer as and when required;
- e. Operating petty cash/ small imprest amounts in consultation and as authorized by the Finance and Accounts Officer/Accounts Manager;
- f. Ensuring smooth and efficient logistical arrangements for all meetings, seminars, conferences and training sessions organized by the PCU. Preparing the minutes of meeting/ record notes from handwritten notes etc;
- g. Provide for short translations from Assamese to English and vice versa;
- h. Using computer and word processing, drafting notes and other such documents from dictation or source material, as the case may be.
- i. Ensuring effective mail management: receiving and sending (letters, faxes, e-mail), taking prints of mails and putting up in relevant files in consultation with and as authorized by Nodal Officer/Alternate Nodal Officer and other members/head of OPIU;
- j. Perform any other related tasks as determined by the SPD, ARIAS Society.

(C) ESSENTIAL QUALIFICATIONS & EXPERIENCE

7. **Educational Qualification:** The PA should possess at least a **Graduate** in any discipline (**minimum (3) three years duration**) degree in any field from recognized University/institution.
8. **Working Experience:** The PA must have at least **(2) two** years experience in office management/secretarial work in any public or private sector organization.
9. **Computer Skills:** Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point etc.) including email
10. **Language:** Good knowledge of written and spoken English, Hindi and Assamese;
11. **Age:** Age of the candidate should not be more than **45 years** as on **1st June 2020**.

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC.

12. The tenure of PA is intended for entire duration of the project i.e. **upto 2024** and co-terminus with the project period of APART. However, continuity of the OA beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance.
13. The contract with PA may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate/ Department/ Govt. of Assam/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The Department/Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of PA.

14. The **PA** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **PA** will have to serve the project on full time basis. He/she will provide services from the Office of the OPIU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

15. The consolidated fixed remuneration of the **PA** shall be **3.00 lakhs per year**. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc.

16. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.

17. The provisions of leave would be as per prevailing HR Policy of ARIAS Society.

(F) REPORTING & PERFORMANCE REVIEW

18. **PA** reports to the SPD, ARIAS Society. In the absence of **SPD**, **PA** will report to the Deputy Project Director/Administrative Officer. The performance of the **PA** will be evaluated by **SPD** and a consolidated quarterly report shall be submitted by **PA** to the **HR** for further processing.

(G) FACILITIES TO BE PROVIDED TO OA

19. Access to required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **PA** will be provided with one office cubicle/workstation/shared office space along with computer, printer, computer/office consumables, and internet access.

Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.