

**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 Office Management Executive (OME) under APART****(A) BACKGROUND & OBJECTIVES OF THE PROJECT**

1. The Government of Assam (GOME) 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 **Office Management Executive (OMEs)** for APART to be placed in the offices of OPIUs/districts.
2. The Project Development Objective 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 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. The broad objective of the assignment includes ensuring that the day to day activities of the office are conducted smoothly including record keeping, logistical arrangements for meetings, events etc.
6. *The key job responsibilities of the OME include:*

- a. Organizing day-to-day schedule for of the concerned office. To accurately pass all incoming information to relevant staff as well as coordination between Head, Nodal Officer/Alternate Nodal Officer and other members.
- b. Answering incoming telephone calls, typing letters and other correspondence by order of Head /Nodal Officer/ Alternate Nodal Officer 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 ;
- d. Efficiently organizing, maintaining and safekeeping of OPIU/district office files and providing files/file information to the members/Head 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 OPIU/district and extending need based support to PCU, ARIAS Society for the events organized by ARIAS Society. Typing the minutes of meeting/ record notes \
- g. from handwritten notes etc;
- h. Provide for short translations from Assamese to English and vice versa;
- i. Using computer and word processing, drafting notes and other such documents from dictation or source material, as the case maybe;
- j. Stocking and supply of office supplies, stationery etc to OPIU/district members and alerting the Nodal Officer/Alternate Nodal Officer/ Procurement staff for replenishment of stock before it lasts;
- k. 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/district;
- l. Perform any other related tasks as determined by Head of OPIU/Nodal Officer/ Alternate Nodal Officer and other members of the OPIU/district.

**(C) ESSENTIAL QUALIFICATIONS & EXPERIENCE**

7. **Educational Qualification:** The OME should possess least a Graduate (minimum three years duration) degree in any field from recognized University/institution.
8. **Working Experience:** The OME 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, PowerPoint etc.) including email
10. **Language:** Fluency in English is a must. Preference will be given to candidates with local languages.
11. **Age:** Age of the candidate should not be more than **35 years** as on **1<sup>st</sup> July, 2023**.

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

12. The tenure of OME 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 OME beyond **eleven (11)** months from the date of signing the agreement will depend upon his/her performance.
13. The contract with OME 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 OME.

14. The **OME** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **OME** 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 OME 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 project rules.

**(F) REPORTING & PERFORMANCEREVIEW**

18. **OME** reports to the Nodal officer, OPIU. In the absence of Nodal Officer, OME will report to the Alternate Nodal Officer. The performance of the OME will be evaluated by Nodal Officer and a consolidated quarterly report shall be submitted to the ARIAS Society through Head of OPIU for further processing.

**(G) FACILITIES TO BE PROVIDED TO OME**

19. Access to require documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The **OME** 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.***