

Terms of Reference (ToR) of Technical Assistant

Essential Qualifications:

Diploma in Civil Engineering.

Job Description:

S/He will be responsible for

- CAD operation and use of related software and report/drawing generation.
- Generating & Maintaining files & records for Technical Unit, SPU.
- Data entry, analysis and reporting.
- Any other responsibility assigned by the Project Director.

Skills and Attributes:

- Excellent understanding and working knowledge of CAD operation, use of related Software, generation of drawing and reports of civil construction designs, estimates.
- Ability to work effectively in a multidisciplinary team, willing to travel extensively in the project districts when required.
- Ability to work closely with government and support organization.

Work Experience:

Minimum Seven years of post-qualification working experience in CAD related to civil works with proficiency in data entry and analysis. Applicant having experience in Externally Aided Projects, for example World Bank/DFID/EC/JICA etc. will be preferred.

Engagement Period:

The engagement period will be for **1 (one) year** and may be extended up to a maximum of 5 (Five) years on need basis. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs. 20,000/- fixed per month and variable/incentive component will be up to Rs. 5,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.
