

TERMS OF REFERENCE

FREMAA intends to engage interested and qualified professional for the position of **Deputy Executive Officer (Architecture) and Supervisor(Architecture)** hereinafter also referred as 'DEO(Arch)' and 'Supervisor (Architect)' respectively purely on contractual basis, primarily to support the PMU in activities related to the design and supervision of interior and civil works at the ongoing works being executed under ADB funded AIFRERMIP Project

Post 1. Deputy Executive Officer (Architecture)

The DEO (A), at FREMAA and will support in Design and Supervision related works at the ongoing project.

Job Responsibilities: In particular the responsibilities of DEO (A) inter alia will include the following:

- a) Supervise the interior works project at Assam Water Centre, Basistha by keeping day to day track of activities and deliverables of the contractor
- b) Provide design related resolutions at the site and to the senior management
- c) Coordinate with Contractors and vendors for timely completion of project
- d) Design architectural layouts and drawings when required during the project
- e) Complete Quantity Surveying and conducting Quality tests on site
- f) Generate progress reports for senior management on a bi-weekly/weekly basis in MS Excel or MS Powerpoint and complete necessary documentation required for the project.
- g) Any other task as directed by the Senior Management

Qualification

Must have a Bachelors Degree in Architecture from recognized University/Institute and registered with the Council of Architecture India. Post Graduation in Architecture or equivalent will be preferred.

Experience

Atleast 5-10 years experience in executing, designing and supervising of office interior works.

Age:

The Candidate must not be above 50 years as on 1st Jan 2020.

Other Details

The position is purely on a temporary and contractual basis and will be hired initially for a period of 3 (three) months, beyond which the service may be extended based on performance or requirement of the project.

Remuneration& Payment Terms

Rs 55,000/- per month, TA/DA and other allowances admissible as per FREMAA norms..

Facilities

The position is office based, hence the DEO(A) will be provided sitting arrangement along with a PC with internet connection at FREMAA Office, but he/she must be ready to be travel to site on a daily basis.

Post 2. Supervisor (Architecture)

The Supervisor (Architecture) at FREMAA and will support in Design and Supervision related works at the ongoing project.

Job Responsibilities: In particular the responsibilities of Supervisor (Architecture) inter alia will include the following:

- a) Assist in supervising the interior works project at Assam Water Centre, Basistha by keeping day to day track of activities and deliverables of the contractor
- b) Coordinate with Contractors and vendors for timely completion of project
- c) Design architectural layouts and drawings when required during the project
- d) Complete Quantity Surveying and conducting Quality tests on site
- e) Monitor daily progress of works, Complete Checklists, inspect in-coming materials at site and report back to senior management
- f) Complete necessary documentation required for the project.
- g) Any other task as directed by the Senior Management

Qualification

Must have a Diploma in Architecture from recognized University/Institute (Bachelor in Architecture registered with the Council of Architecture India may also apply)

Experience

Atleast 3-5 years (1 year in case of B.Arch) experience in executing, designing and supervising of civil works, preference will be given to candidates having experience in Govt projects.

Age:

The Candidate must not be above 45 years as on 1st Jan 2020.

Other Details

The position is purely on a temporary and contractual basis and will be hired initially for a period of three (03) months, beyond which the service may be extended based on performance or requirement of the project.

Remuneration & Payment Terms

Rs 36,000/- per month. TA, DA and other allowances admissible as per FREMAA norms.

Facilities

The position is site based, hence the AS will be provided sitting arrangement along with a PC/laptop with internet connection at Project Site.

Documents to be Submitted

A signed Biodata with Self Attested copies of all certificates, marksheets pertaining to Age, Qualification, Experience, etc.

Address for Correspondence

Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4th Floor, Nayantara Supermarket Building, G.S. Road, Six Mile, Guwahati – 781022. Envelope containing the application should be superscribed with the relevant post applied for as “APPLICATION FOR THE POST OF.....”

Last Date of Receipt of Application

Applications complete in all respects should reach the above mentioned address latest by 25th of August, 2020. Applications received after 25th August, 2020 will not be accepted.

N.B. Incomplete application and Invalid Documents would lead to rejection.