

TERMS OF REFERENCE

For Appointment Of

Project Secretary

Position: Project Secretary
Organization: Project Management Unit (PMU) / Ministry of Urban Development (MoUD)
Duty Station: New Delhi
Duration: Initially for 12 months (further extension up to 4 years based on performance)

A. Background

The Ministry of Urban Development (MoUD) is implementing a GEF/World Bank/UNDP supported Sustainable Urban Transport Project (SUTP) in India. The objectives of the SUTP are i) to strengthen capacity of GoI, states and cities in planning, financing, operating and managing sustainable urban transport systems; and ii) to assist participating states and cities (Implementing Agencies) in preparing and implementing demonstration "Green Transport" projects (GT projects). The project costing about Rs. 2000 Crore is to be implemented over a period of four years, starting from the year 2010.

The first part (component 1) is to be implemented by the MoUD, while the states and cities will implement the second part (component 2). The third component (component 3) is meant for Project Management.

In order to assist the MoUD in implementation of the Project, a Project Management Unit (PMU) has been setup under the overall umbrella of the Urban Transport (UT) Division and under direct charge of a National Project Manager (NPM). The PMU is serviced and provided logistic support by the Institute of Urban Transport (IUT).

It is proposed to appoint a **Project Secretary (PS)** at the PMU to assist the NPM in day to day work. The Project Secretary will work in the PMU and report to the National Project Manager(NPM)

The position of Project Secretary will be under a service contract with IUT.

B. Job responsibilities:

The candidate will be responsible for:

- Assisting the National Project Manager in day to day activities.
- Taking dictation, drafting and typing letters.
- Preparing and filing documents.
- Co-ordinating and scheduling meetings.
- Handling information regarding the project.
- Routine business communication.

C. Qualifications and Experience Requirements

The candidate should:

- Have completed at least Higher Secondary education.
- Have at least 5 years of experience working in an office (with at least 3 years of experience as a secretary).

- Be computer literate and proficient in the use of relevant computer programs such as Microsoft Office Suite.
- Have knowledge of handling EPABX system, fax machines, scanners and photocopiers.
- Have good writing skills in English language.
- Be Delhi based.

D. General

Project Secretary will be appointed on a service contract with monthly fee, within the range of Rs.10,000 to Rs.16,000 , to be negotiated with shortlisted candidate.

E. Submission Requirements

The interested persons are requested to submit the following information.

- A brief profile
- Details of work experience
- Residential address.

Documents in sealed envelopes superscripted with the title “Selection of Project Secretary for GEF-SUTP” may be delivered to the following address not later than 15th January, 2010. Electronic submissions to the e-mail address given below are also acceptable

**Executive Secretary
Institute of Urban Transport,
Room Number 216, G-Wing, NBO Building,
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