

TERMS OF REFERENCE

For Appointment Of

Executive Secretary

Position: **Executive Secretary**
Organization: Institute of Urban Transport
Duty Station: New Delhi
Duration: Initially for 12 months (further extension based on performance)

A. Background

INSTITUTE OF URBAN TRANSPORT (INDIA) was established in May, 1997 as a premier professional non-profit making organization and registered under the Societies Registration Act. The membership of the Institute comprises Academicians, Architects, Economists, Engineers, Transport Planners, Town Planners and professionals from various disciplines. The Institute has as on 22nd October, 2009, the Institute has 57 institutional members and 1122 individual members. The Secretary, Ministry of Urban Development, Government of India, is the ex-officio President of the Institute and its Governing Council has members from various premier organizations connected with Urban Transport. The Institute has Chapters at Bangalore, Chennai, Hyderabad, Mumbai and Roorkee. Secretary, Ministry of Urban Development, Government of India is the Ex-officio President of the IUT.

The Institute is controlled, administered and managed by the Governing Council and supported by the Executive Committee. The Executive Secretary is appointed by the Council on terms and conditions as determined by the Council

B. OBJECTIVES

The aim and objective of the Institute is to promote, encourage and coordinate the state of the art of urban transport including planning, development, operation, education, research and management and also to organize lectures, seminars, workshop, conferences, etc on subjects pertaining to urban transport.

C. MAIN ACTIVITIES

The institute has been organizing various national and international Conferences, Seminars, Workshop, Lecture Meetings at regular intervals.

The Institute organized a Conference & Exhibition on Urban Mobility from 3rd to 5th December each year on behalf of the Ministry of Urban Development of the Government of India.

Institute of Urban Transport also provides for training needs of the government officials and practitioners in the field of urban transport. The Institute has already successfully conducted training programmes of Urban Transport for government officials and proposes to organize similar programmes as a part of the capacity building programmes sponsored by the Ministry.

D. NATIONAL LEVEL INSTITUTE

The Institute, with active support and guidance of the Ministry of Urban Development, Government of India, has been actively involved in a variety of professional activities to promote and develop the state-of-the-art of Urban Transport in the country.

E. Job responsibilities:

The Executive Secretary will be responsible for:

- Assisting the Governing Council and the Executive Committee in the conduct of its meetings and record its minutes.
- Assist the Director General of the Institute in carrying out the day to day management of the IUT and in the Administrative and Financial responsibilities.
- Be responsible for Administrative and Financial aspects of the activities of the Institute indicated above.
- Liaise with Ministry of Urban Development and Other GoI Ministries, State Departments and other Agencies as required for the activities of the IUT.
- Coordinate and manage the activities of the Institute
- Coordinating and Organizing meetings of various committees of the IUT

F. Qualifications and Experience:

1. Qualifications

The candidate should be minimum graduate with Bachelors degree in Law, Economics or Commerce, with at least 5 years of experience in the areas of managing the administrative and legal functions of an organization.

2. Experience:

He shall normally be a person having administrative experience in Government or any Institute / Organisation

3. Desirable:

- Preference will be given to candidates who have at least five years' experience of working with any Ministry/Department/PSU of Central or State Governments in positions of Under Secretary (GOI) equivalent and above.
- Good co-ordination and networking skills.
- Hands on practice in working with MS Office.
- Experience in management of Professional Institutions.

G. Remuneration

Executive Secretary will be appointed on a service contract with monthly fee, in the range of Rs. 30,000/- to Rs. 35,000/-(all inclusive), to be negotiated with shortlisted candidate.

H. SUBMISSION REQUIREMENTS

The interested persons are requested to submit application along with following information.

- A brief profile
- Details of Qualification, work experience with description of assignments handled under each head as given in Para F1. F2 & F3.

Application superscripted with the title "Selection of Executive Secretary" may be delivered to the following address not later than **14th June, 2010**. Electronic submissions to the e-mail address given below are also acceptable:

**Director General
Institute of Urban Transport,
Room Number 216, G-Wing, NBO Building,
Nirman Bhawan, Maulana Azad Road,
New Delhi – 111 001
Tel: 91-11-2306 3498
Telefax: 91-11-2306 3499
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