

**OFFICE OF THE COUNCILLORS
COOCHBEHAR MUNICIPALITY, COOCHBEHAR**

Fax: 03582-222656, Phone: 03582-222286 MAIL Id: chairmancbm@gmail.com

EMPLOYMENT NOTICE NO.: 05/14 Dt. 05.11.14

Applications in the "Prescribed Format" are invited from the eligible candidates for engagement of Specialists/Experts as detailed below, under Comprehensive Capacity Building Programme (CCBP), JnNURM at City Level Reforms and Performance Management Cell (RPMC) under Coochbehar Municipality, Coochbehar on contract basis.

Sl. No.	Name of Post	Qualification & Experience & Remuneration
1	Procurement Specialist	<p>No. of Post: 01 Education: Engineering degree with experience in procurement and project preparation and management. Experience: Should have at least 3-5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure. Other Qualifications:</p> <ul style="list-style-type: none"> • Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. Specifically: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. • Fluency in English and Bengali or Local languages of West Bengal <p>Contractual Monthly Remuneration: Rs. 35,000/- only</p>
2	Social Development Specialist	<p>No. of Post: 01 Education: Bachelors degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development. Experience: Should have at least 3-5 years experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects. Other Qualifications:</p> <ul style="list-style-type: none"> • Knowledge in implementing governance reforms • Experience in social analysis/ resettlement and rehabilitation • Fluency in English and Bengali <p>Contractual Monthly Remuneration: Rs. 35,000/- only</p>
3	Urban Infrastructure Expert	<p>No. of Post: 01 Education: Graduate Engineer from recognized university. Experience: Have at least 3-5 years experience in designing and managing municipal infrastructure projects at ULB Level. Other Qualifications:</p> <ul style="list-style-type: none"> • Have a broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation • Be very familiar with procedures of the municipal environment • Fluency in English and Bengali <p>Contractual Monthly Remuneration: Rs. 35,000/- only</p>
4	Capacity Building/ Institutional Strengthening Specialist	<p>No. of Post: 01 Education: Bachelors degree in development field (urban development or social development) Experience: 3-5 years experience in training and capacity building, as well as competence in urban sector issues in ULBs. Other Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training and training impact evaluations in ULB level. • Computer literacy (word processing, presentation) • Knowledge and experience of government/ municipal systems and procedures • Fluency in English and Bengali or Local languages of West Bengal. <p>Contractual Monthly Remuneration: Rs. 35,000/- only</p>
5	Municipal Finance Specialist	<p>No. of Post: 01 Education: Graduate degree in Commerce from recognized university. Experience: 3-5 years experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc. Other Qualifications:</p> <ul style="list-style-type: none"> • Skills to evaluate urban infrastructure investments and helping city governments to examine and use a range of options for financing projects. • Fluency in English and Bengali or Local languages of West Bengal. <p>Contractual Monthly Remuneration: Rs. 35,000/- only</p>

The upper age limit for all the posts is 40 years as on 1.10.2014. **How to apply:** The candidate should apply in the "Prescribed Application Form" only. The specimen "Application Form" as well as other necessary information is available in the website: www.coochbeharmunicipality.com and also in the Notice Board of Coochbehar Municipality, Coochbehar. **The last date of submission 21.11.2014.**

Sd/-
Chairman
Coochbehar Municipality