



**OFFICE OF THE BOARD OF COUNCILLORS  
RAIGANJ MUNICIPALITY  
RAIGANJ, UTTAR DINAJPUR.  
EMPLOYMENT NOTIC NO. 02/14, Dt. 08th SEPTEMBER 2014**

Application in the “**Prescribed Format**” are invited from the eligible candidates for engagement of specialists /Experts as mentioned in details below, under comprehensive capacity building programme( CCBP) for city level RPMC under Raiganj Municipality, Uttar Dinajpur on contract basis.

**1. Team Leader /Urban Planner (1)**

**Education :** Bachelor of planning/social science/architecture/Civil Engineering or post graduate in social science subjects having specialization/paper in urban development or planning or environment related subjects.

**Experience:** 3 to 5 years in a similar position in state level/ULB level.

**Other qualification :**

- **Experience:** in working with various urban development projects/programmes in ULBs.
- Experiences in urban reforms and capacity building programmes for ULBs.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**2. PROCUREMENT SPECIALIST (1)**

**Education:** Engineering degree with experience in Procurement and project preparation and management.

**Experience:** should have at least **3 to 5 years** experience in managing procurement on infrastructure projects, preferably urban infrastructure. For Other qualification:

- Skills to Assists ULBs in ensuring that slandered documentation and detail operating procedures for procurement, contract management etc. specially : detailing specification, compiling, terms of reference packaging bidding materials, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**3. SOCIAL DEVELOPMENT SPECIALIST (1)**

**Education:** Bachelor's degree in social science with practical experience of working in the development areas, preferably in urban development.

**Experience:** should have at least **3 to 5 years** experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects.

**Other qualification:**

- Knowledge in implementing governance reforms.
- Experience in social analysis/resettlement and rehabilitation.
- Fluency in English & Bengali. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**4. Urban Infrastructure Expert (1)**

**Education:** Graduate Engineer from recognized University.

**Experience:** Have at least **3 to 5 years** experience in designing and managing municipal infrastructure projects at ULB level.

**Other qualification:**

- Have 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 & Bengali. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**5. CAPACITY BUILDING /INSTITUTIONAL STRENGTHENING SPECIALIST (1)**

**Education:** Bachelor's degree in development field (Urban development or social development) Experience: **3 to 5 years** experience in training and capacity building as well as competence in urban sector in ULBs.

**Other qualification: -**

- 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 evaluation in ULB level.
- Computer literacy (word processing, presentation).
- Fluency in English & Bengali. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**6. MUNICIPAL FINANCE SPECIALIST (1)**

**Education:** Graduate degree in Commerce from recognized University.

**Experience:** At least 3 to 5 years experience to advice and train ULB staff in Municipal Finance, Project Finance, Recourse mobilization, Public private partnership etc.

**Other qualification: -**

- Skills to evaluate urban infrastructure investment, add helping city governments to examine and use a range of opinion for financing projects.
- Fluency in English & Bengali or Local languages of West Bengal. The monthly contractual remuneration for each post is **Rs.35,000/- only.**

**GENERAL INFORMATION:** How to apply: The candidate should apply in the “**Prescribed Application Form**” only. The Upper age limit for all the post is **40 Years** as on **01.07.2014**. The Specimen “**Application Form**” as well as other necessary information is available in the website [www.raiganjmunicipality.com](http://www.raiganjmunicipality.com) and also in the Notice Board of Raiganj Municipality, Raiganj. **The last date for submission of application: 30-09-14.**

**Sd/- Chairman  
Raiganj Municipality  
Raiganj Uttar Dinajpur**