

BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD
(A Govt. of Bihar Undertaking)
Shiksha Bhawan, Bihar Rastrabhasha Parishad Campus, Acharya Shiv Pujan Sahai Path, Saidpur,
Patna-800004
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Hiring of Experts/Consultants
Advt. No. 01/2015

World Bank assisted Teacher Training Programme is going to be implemented in Bihar .To facilitates this project management unit (PMU), below positions are to be filled up on contract basis. Applications are invited from the eligible applicants for following position. Details may be seen at the BSEIDC Website- www-bseidc.in

S.N	Name of the Post	Job Profile	Essential Qualification	Desirable
1	Civil works Expert	<p>A Project manager (Civil) with good organizational and communication skills needed who closely collaborates with designated reporting authority in directing, coordinating and exercising functional authority, initiating, planning, Executing, Monitoring & control, integration, and closing of the civil projects within his area of assigned authority.</p> <p>PRIMARY DUTIES AND RESPONSIBILITIES:</p> <p>1.Monitors and directs, in collaboration with Project Management Team, all site activities to ensure objectives are accomplished within the prescribed time frame and budget parameters.</p> <p>2. Assess and reviews the project Key Performance Indicator to determine accurate status of project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target.</p> <p>3. Manage changes to</p>	<p>1. Bachelor/Master's Degree in civil Engineering from a reputed University/College.</p> <ul style="list-style-type: none"> With minimum 15 years of experience in the civil constructions specifically with institutional or academic building works. Preferably should have handled major construction projects. Management experience of minimum 5 years as a Project Manager (Civil) is considered essential. 	<p><u>Knowledge of</u></p> <ul style="list-style-type: none"> Auto Cad STAAD Primavera or other similar CAD software's <p>Ability to send and receive mails and work on other relevant Window Based Applications.</p>

		<p>Technical scope and assist in obtaining written approvals on all changes before proceeding with work.</p> <p>4. Prepares reports for corrective actions if project becomes behind schedule of overspends budget.</p> <p>5. Reviews periodic status reports prepared by Project Management Team Managers. Prepares and presents reports, including weekly/monthly summary reports.</p> <p>6. Confers with his Project Management Team Managers to provide technical advice and to resolve problems.</p>		
2	Procurement Expert	<p>1. To manage the BSEIDC Procurement and supplier Management activities in order to enable key areas of the business to achieve agreed business requirements.</p> <p>2. To provide top level expertise, advice and support to the business on all aspects of Procurement and Supplier Management.</p> <p>3. To ensure that goods and services are provided cost effectively to predetermined standards and in accordance with current tender and procurement regulations.</p> <p>4. To ensure that suppliers and contracts are appropriately managed in line with supplier and contract management best practices.</p>	<p>MBA (Finance) and Post Graduate Diploma (Procurement Management/Supply Chain Management).</p> <p>A large public/private sector 07 years of experience in the procurement function.</p>	Experience of handling E-Procurement
3	Expert- Psychology	<p>1. To apply different principles and research based Practices of psychology of learners and</p>	<p>(I) M.Ed And (II) Master Degree in Psychology or applied Psychology</p>	<p>(I) Working Experience in ODL system. (II) Development of course materials.</p>

		<p>learning to the betterment of the programme.</p> <p>2. To reevaluated the course contents and provide necessary suggestions accordingly.</p> <p>3. Development of different psychological tools on different areas for betterment of learners.</p> <p>4. To conduct action researches to solve immediate problems related to the D.El.Ed(ODL) programme.</p> <p>5. To organize personal counseling for learners.</p> <p>6. To develop potentialities of different resource persons and coordinators through organizing subject specific capacity building programme.</p> <p>7. To revise or provide necessary suggestions regarding improvement of SLM and other teaching learning materials.</p> <p>8. Monitoring and evaluation of the programme at every level and report to the same to the Director.</p> <p>9. Development and evaluation of assignments and other essential works.</p> <p>10. Any other tasks which are being assigned from time to time by the Director. Directorate of Distance Education, SCERT, Patna.</p>	<p>with at least 55% Marks.</p> <p>-Teaching or research experiences in area of educational Psychology</p>	
4	Expert-Mathematics	<p>1. To Provide necessary academic and subject specific support.</p> <p>2. To apply different principals and research base practices in mathematics education.</p> <p>3. To reevaluated the</p>	<p>(I) M.Ed And (II) Master Degree in Mathematics with at least 55% Marks</p> <p>-Teaching or resresearch expriences in area of Mathematics</p>	<p>(I) Working Experience in ODL system. (II) Development of course materials.</p>

		<p>course contents and provide necessary suggestions accordingly.</p> <p>4. To develop potentialities of different resource persons and coordinators through organizing subject specific capacity building programme.</p> <p>5. To revise or provide necessary suggestions regarding improvement of SLM and other teaching learning materials.</p> <p>6. Monitoring and evaluations of the programme at every level and report to the same to the Director.</p> <p>7. Development and evaluation of assignments and other session works.</p> <p>8. Any other tasks which are being assigned from time to time by the Director, Directorate of distance Education, SCERT, Patna.</p>	education.		
5	Expert – Monitoring and Evaluation	<p>1. To Develop and strengthen monitoring, inspection and evaluation procedures</p> <p>2. To Monitor all project activities, expenditures and progress towards achieving the project output;</p> <p>3. To Recommend further improvement of the logical frame work;</p> <p>4. To Develop monitoring and impact indicator for the project success;</p> <p>5. To Monitor and</p>	<p>(I) A Master degree in Economics or Sociology /MSc.(Statistics)</p> <p>(II) 07 years experience in monitoring & Evaluation of development programs in public/private sector.</p>	<p>(I) Proficiency in using statistical analysis software, such as SPSS, STATA, Excel. (II) MIS Expert. (III) Qualitative data analysis software (such as QSR) will be an asset.</p>	

		<p>evaluate overall progress on achievement of results;</p> <p>6. To Monitor the sustainability of the project's results;</p> <p>7. To Provide feedback to the Head on project strategies and activities;</p> <p>8. To Suggest strategies to the Head for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;</p> <p>9. Report monthly, quarterly, half-yearly and annual progress on all project activities</p> <p>10. To Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;</p> <p>11. To Provide inputs, information and statistics for quarterly, annual and other reports</p> <p>12. To Participate in annual project reviews and</p>		
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		<p>planning workshops and assist Director, DRT</p> <p>13. To Support monitoring and evaluation of the effects and impact of the project;</p> <p>14. To Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;</p> <p>15. To Assist the project personnel with M&E tools and in supporting them in their use.</p> <p>16. To Perform other duties as required;</p> <p>17. Preparation of monthly MIS reports;</p> <p>18. To Assist the Director, DRT in preparing other relevant reports;</p> <p>19. To Assist Director, DRT in the preparation of reports on the findings and lessons learned from project innovations;</p> <p>20. To Provide input and update information related to project outcome</p>		
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