

Amritsar Smart City Limited

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Direct Recruitment through Interview

Amritsar Smart City Limited (ASCL) proposes to conduct direct-interview for Engagement of **Public Engagement & Partnerships Officer, Environmental Nodal Officer and Social Nodal Officer** on contractual basis initially for a period of one year (extendable upto three years depending upon performance of the candidate and requirement of ASCL) as per schedule given below:

Sl. No.	Name of the post	Minimum Qualifications
1	Public Engagement & Partnerships Officer	<ul style="list-style-type: none">• Bachelor degree in mass communications, branding & strategy, multi-media or graphic design, and related visibility fields would be desirable.• Work Exp. – Total 7 Years; <i>(Min 3 years practical/project experience in the field Public Engagement / Public Relations / Communications)</i>
2	Environmental Nodal Officer	<ul style="list-style-type: none">• Post Graduate in Environmental Science / Environmental Planning/ Environmental Engineering and other relevant degrees from recognized university• 7 years of relevant professional experience in design and implementation of Environmental safeguards programs for infrastructure projects.
2	Social Nodal Officer	<ul style="list-style-type: none">• Post Graduate in Social Science and other relevant degrees from recognized university• 7 years of relevant professional experience in design and implementation of Social safeguards programs for infrastructure projects.

The eligible candidates are requested to email their CV on asclsr@gmail.com by 5:00 pm on 31.07.2019.

Shortlisted candidates will be informed through email on 05.08.2019 to attend the interview. Interview maybe conducted through direct personal interview or Video Conferencing

No TA/DA and any other allowance will be provided to the candidates.

Roles, responsibilities, essential qualifications required, etc. are as below

A. Job Title: Public Engagement & Partnerships Officer

Roles and Responsibilities

1. Work in collaboration with the SPV CEO, E&S Nodal Officer, CITIIS Project In-charge and CITIIS Technical Assistance for developing a Stakeholder Engagement Plan.
2. Develop a 'Communications and Outreach Plan' for the CITIIS project on the basis of the Stakeholder Engagement Plan.
3. Facilitate the deepening of partnership platforms and networks across the city, and coordinate advocacy and outreach events to ensure continuous citizen participation, consultation and feedback for the projects undertaken by the SPV.
4. Conduct outreach activities at regular intervals as per international guidelines such as the World Bank Strategy Framework on Citizen Engagement to mobilize key stakeholders of the program including citizens across the socio-economic strata. Documentation and dissemination of these activities shall be a crucial element.
5. Liaise with media agencies to ensure coverage of project activities, including citizen engagement under the CITIIS program.
6. Lead the development of creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user-friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan. For development of these products, work with relevant design entity to create good infographics to showcase intent, components, project progress and linkages with other aspects of development.
7. Plan and manage events fully as required, including hiring of event management agency wherever applicable. Otherwise, activities including agenda & schedule planning, venue & facilities management, invitations & RSVPs, press coverage (invitations, RSVPs, press release, interviews, proof-editing, post-coverage touchpoints), event coordination (including design, MCing, peripherals, mementoes) & wrap-up, and to prepare event reports with all necessary documentation (photo, video, audio, transcript, summary, etc.)
8. Develop relevant content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content and ensure visibility.
9. 9. Ensure the brand guidelines of the CITIIS program are met across all digital and print communication, including branding of assets built under the CITIIS program.
10. Raise awareness within the SPV regarding the importance of citizen participation and promote public engagement across the projects.
11. Attend the trainings and workshops conducted by the CITIIS PMU at NIUA; and provide data / reports to the CITIIS PMU as and when required.

Key Qualifications

- a) Bachelor degree in mass communications, branding & strategy, multi-media or graphic design, and related visibility fields would be desirable.
- b) Total 7 years of work experience.

- c) A minimum of three years of practical/project experience in the field Public Engagement / Public Relations / Communications.
- d) Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for print and electronic media.
- e) Excellent writing and communication skills in English (required) and the regional language (desirable).
- f) Ability to work responsibly and flexibly, take initiative, and generate new ideas.
- g) Willingness to travel as and when required.

B. Job Title: Environmental Nodal Officer

Roles and Responsibilities

1. Carry out screening of identified sub projects for Environmental risks including gender risks using the checklists given by the CITIES Program Management Unit (PMU) and based on requirements given by Ministry of Housing and Urban Affairs (MoHUA) and Government of India (GoI). In addition to this, ensure that the checklist is uploaded on CITIES Management Platform (CMP) as per the specified timelines.
2. Environmental classification of proposed sub project in to A, B and C categories and ensure that it is uploaded on CITIES Management Platform(CMP) for review and approved by the PMU.
3. Identify scope of impact assessment and prepare Environmental Impact Assessment (EIA), Environmental Management Plan (EMP) as per requirements of national/state/local legislations.
4. With guidance from the PMU (mentors/experts/Environment Safeguards Specialist) carry out engagement of stakeholders and report the same in CMP.
5. Obtaining approvals from PMU and the required clearance from state government/local government/any other as necessary prior to launch of procurement process and awarded contract documents to the contractors.
6. Ensure implementation of EMP during the project cycle;
7. Update information continuously and as required on the PAPs, local community and other stakeholders on the construction works, Environmental impacts and implementation of the mitigation measures.
8. Attended Environmental Safeguards Training and Workshops conducted by the CITIES PMU.

Key Qualification

- a) At least 7 years of relevant professional experience in design and implementation of Environmental safeguards programs for infrastructure projects
- b) Post Graduate in Environmental Science / Environmental Planning/ Environmental Engineering and other relevant degrees from recognized university.
- c) Demonstrate thorough understanding of environmental context in the country/state/city and experience working with government department with respect to environment impact assessments and development of management plans.
- d) Working knowledge of Environment Safeguard instruments and policies of international funding organizations such as the World Bank, IFC and the Asian Development Bank.
- e) Familiarity with tools and methodologies for environment risk assessment in the context of project formulation, implementation and monitoring.
- f) Strong communication skills and ability to liaise with various stakeholders and ability to conduct stakeholder consultations.
- g) Medium command skills of MS Word, MS Excel, MS Power Point, and MS Windows

Job Title: Social Nodal Officer

Roles and Responsibilities

1. Carry out screening of identified sub projects for Social risks including gender risks using the checklists given by the CITIES Program Management Unit (PMU) and based on requirements given by Ministry of Housing and Urban Affairs (MoHUA) and Government of India (GoI). In addition to this, ensure that the checklist is uploaded on CITIES Management Platform (CMP) as per the specified timelines.
2. Social classification of proposed sub project in to A, B and C categories and ensure that it is uploaded on CITIES Management Platform(CMP) for review and approved by the PMU.
3. Identify scope of impact assessment and prepare Social Impact Assessment (SIA), Social Management Plan (SMP), Resettlement Action Plan (RAP), and Gender Action Plan (GAP) as per requirements of national/state/local legislations and assistance to vulnerable groups.
4. Carry out Census and Socio-Economic survey and data analysis as per project requirement
5. With guidance from the PMU (mentors/experts/Social Safeguards Specialist) carry out engagement of stakeholders and report the same in CMP.
6. Carry out public consultation with project related stakeholders
7. Establish and maintain Grievance Redressal Committee (GRC) at the city level.
8. Obtaining approvals from PMU and the required clearance from state government/local government/any other as necessary prior to launch of procurement process and awarded contract documents to the contractors.
9. Ensure Implementation of RAP (relocation and full compensation) prior to the initiation of civil works, with special consideration given for compensation and assistance to vulnerable groups.
10. Ensure implementation of SMP and GAP during the project cycle; Implementation of GAP during project cycle.
11. Update information continuously and as required on the PAPs, local community and other stakeholders on the construction works, Social impacts and implementation of the mitigation measures; and maintain grievance redressal mechanism and committee (GRC).
12. Attended Social Safeguards Training and Workshops conducted by the CITIES PMU

Key Qualification

- a) At least 7 years of relevant professional experience in design and implementation of Social safeguards programs for infrastructure projects.
- b) Post Graduate in Social Science from recognized university.
- c) Demonstrate thorough understanding of social context in the country/state/city and experience working with government department with respect to social impact assessments and development of management plans.

- d) Working knowledge of Social Safeguard instruments and policies of international funding organizations such as the World Bank, IFC and the Asian Development Bank.
- e) Familiarity with tools and methodologies for social risk assessment in the context of project formulation, implementation and monitoring.
- f) Strong communication skills and ability to liaise with various stakeholders and ability to conduct stakeholder consultations.
- g) Medium command skills of MS Word, MS Excel, MS Power Point, and MS Windows