

TERMS OF REFERENCE

For hiring of Assistant -I (HR & Admin) for “Productivity Enhancement” under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART) to be positioned at WAMUL

Project background:

1. The Government of Assam (GoA) through Government of India (GoI) has received/obtained a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while West Assam Milk producers Cooperative Union Limited (WAMUL) is the implementing agency for the activities under “Formal Dairy Sector” in the project. WAMUL now intends to engage **Assistant -I (HR & Admin)** on Contractual basis towards implementation of the APART project.
2. The development objective of APART is to “add value and improve resilience of selected agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam”
3. There are four components to the project: **The first component (A)** is Enabling Agri enterprise Development, with sub components being (i) enhancing state capacity to attract private investments, (ii) setting up of an Enterprise Development and Promotion Facility (EDPF) (iii) setting up of an Agribusiness Investment Fund (AIF) (iv) establishing stewardship councils. **The second component (B)** is Facilitating Agro Cluster Development with sub-components being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component(C)** is Fostering Market Led Production and Resilience Enhancement with sub components being (i) promoting climate resilient technologies and their adoption (ii) Facilitating market linkages through market intelligence and product aggregation (iii) Facilitating access to and responsible use of financial services. **The fourth component** is project Management, Monitoring and Learning.
4. The project will achieve the proposed PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are able to respond to market opportunities and climate variability. To achieve the PDO, the project will adopt a cluster approach both in terms of production (production clusters) and processing (enterprise clusters)

WAMUL’s Role

5. WAMUL will be the implementing agency for the **Third Component - and sub-component - C.1.3.1 - Milk value chain: Formal sector**. The focus of this value chain is productivity enhancement by organizing farmers into Milk Producers Institutions (MPIs) that eventually will get registered as Dairy Cooperative Societies (DCS) and genetic up gradation of Non-descript cows using Artificial insemination, improved feeding through Fodder production demonstration, etc. The project will also install Bulk Milk Coolers (BMCs) for handling increased volume of raw milk procurement and maintaining the quality till it is transported to the Processing plant. Solar powered data processor-based milk collection units (DPMCU) will be installed at each DCS to ensure transparency in milk reception, weight measurement and quality testing for making producers payments. The project will be leveraging the liquid milk processing and product manufacturing capacity of WAMUL.

Scope of Position of HR-Admin Assistant

6. WAMUL intends to engage Assistant -I (HR & Admin) on contractual basis for successful implementation of the Doorstep AI delivery project and will be responsible for HR and Admin work.

The Assistant -I (HR & Admin) will be placed at WAMUL HO, Guwahati and will report to Head-HR, WAMUL

Qualification, Experience, Skills, Age

7. Essentials:

- a) **Educational Qualification:** Graduate in any discipline from a recognized institute/University.
- b) **Working Experience:** 1 to 3 years in managing HR related works.
- c) **Computer Skills:** Must have experience of using Internet based applications, using and working with MS Word, MS Excel and MS Power Point and other related applications.
- d) **Language:** Fluency in Assamese, English and Hindi
- e) **Age:** Age of the candidate should not be above 30 years as on 1st January, 2020. However, age relaxation up to 5 years may be given in case of extraordinary/ outstanding candidates.

8. Desirable:

- a) Experience of working independently in managing office administration.
- b) Administrative writing Skills.
- c) Ability to work effectively in teams.
- d) Good communication, presentation and inter-personal skills;

9. Key Job Responsibilities (Indicative):

Assistant -I (HR & Admin) will be responsible for

- a) Carry out general administration tasks for the HR and admin Department. e.g. Devising HR documents, sorting posts, maintaining filing of correspondence etc.
- b) Maintaining employee records (Soft and Hard copies)
- c) Updating HR databases (e.g. New hires, separations, vacation, sick leaves, etc.)
- d) Assisting in Payroll preparation by providing relevant data e.g. absences, bonus, leaves, etc.
- e) Ensure electronic and paper-based personnel files are maintained and filing is completed in a timely manner.
- f) Maintain up to date Procedure Manual for all HR duties.
- g) Prepare reports and presentations for internal communications.
- h) Document Human resources actions by completing forms, reports, logs and records etc.
- i) Provide orientation for new employees by explaining company policies.
- j) Exit formalities for the employees

10. Remuneration, payment terms and leave:

- a) The remuneration of the Assistant -I (HR & Admin) will be approximately Rs. 2.02 lakhs per year depending upon experience, qualification and pay package of last assignment.
- b) The Assistant -I (HR & Admin) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) He/she will be paid TA/DA as per norms/policy of WAMUL.

11. Reporting and Performance Review:

- a) The Assistant -I (HR & Admin) will report to the Head-HR, WAMUL.
- b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based.

12. Duration of assignment:

- a) The contract period of the Assistant -I (HR & Admin) will be for an initial period of 3(three) years, which may be extended on satisfactory performance. Continuity of the Assistant -I (HR & Admin) beyond 1 (One) year from the date of joining will also depend upon his/her performance.