ADMINISTRATIVE STAFF COLLEGE OF INDIA

Greater Hyderabad Municipal Corporation (GHMC)
Project Implementation Unit (PIU)

ZONAL EXPERTS (3 POSITIONS)

About the Role

Administrative Staff College of India (ASCI) is hiring **Zonal Experts** to support field-level implementation of sanitation and waste management initiatives across designated zones in Hyderabad. These experts will serve as key liaisons between municipal authorities, communities, and project teams, ensuring timely and quality execution of interventions.

EDUCATIONAL QUALIFICATION:

- Bachelor's or master's degree in engineering, **Urban Planning**, **Social Work**, **Public Health**, or a related discipline.

EXPERIENCE:

- Minimum 3 years of experience working with Urban Local Bodies (ULBs) and at district levels on functions related to solid waste, liquid waste, sanitation, or urban governance.
- Experience in field coordination, stakeholder engagement, and monitoring of urban development projects is preferred.

KEY RESPONSIBILITIES:

- Act as field-level coordinators for project implementation across designated zones.
- Liaise closely with ULB officials and district authorities to facilitate project activities.
- Monitor progress and report on the quality and timeliness of interventions.
- Mobilize stakeholder participation and provide technical and administrative support.
- Provide **technical and administrative support** to ensure smooth execution of field operations.

SKILLS & COMPETENCIES

- Strong interpersonal and coordination skills.
- Ability to work independently and manage field-level operations.
- Familiarity with urban sanitation systems and municipal processes.
- Proficiency in local language (Telugu)
- Basic knowledge of data collection and reporting tools.

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TEAM LEAD cum SWM EXPERT

About the Role

Administrative Staff College of India (ASCI) is seeking a qualified and experienced **Team Lead cum Solid Waste Management Expert** for the Project Implementation Unit with Greater Hyderabad Municipal Corporation. The Team Lead will head the Core Team of the Project Implementation Unit (PIU) established under Swachh Bharat Mission (Urban) 2.0, GHMC. The role focuses on planning, monitoring, and coordinating all activities related to **Swachh Survekshan, Garbage-Free City ratings, Liquid Waste Management, ODF++ IEC/BCC programs, and capacity-building initiatives**. The Team Leader will be responsible for ensuring accurate reporting, regular field assessments, and timely submission of deliverables as mandated by GHMC.

EDUCATIONAL QUALIFICATION :

- Postgraduate Degree in **Environmental Engineering/Urban Planning/Public Policy/ Solid Waste Mangement** related fields.

EXPERIENCE :

- Minimum **8 years of professional experience**, with at least **4 years in leadership roles in sanitation, solid waste management, or large-scale urban programs**.
- Proven track record of working with government institutions, multi-stakeholder projects, and data-driven monitoring systems.
- Experience in Swachh Survekshan, SBM (U), or other MoHUA-driven programs preferred.

KEY RESPONSIBILITIES:

1. **Program Leadership & Coordination**
    - Provide overall strategic and managerial guidance to the PIU Core Team and Zonal Experts.
    - Coordinate with GHMC departments and stakeholders to ensure smooth implementation of Swachh Survekshan-related activities.
    - Act as the nodal liaison between GHMC, ASCI faculty, and MoHUA for SBM (U) 2.0.
2. **Monitoring & Evaluation**
    - Lead the collection, validation, and uploading of data into the **Swachhata MIS portal of MoHUA**.

- Conduct and supervise **monthly mock field assessments** across GHMC circles, rank performance, and recommend corrective actions.
- Ensure **photographic evidence, documentation, and time-stamped reports** for all activities.

3. Deliverable Management (as per GHMC-approved indicators)

- Submit **Monthly Progress Reports (MPRs)** of Meetings, trainings, and workshops conducted.
- MIS updates and reports submitted to MoHUA and activities under **Swachh Bharat Mission.**
- IEC and BCC campaigns conducted with partners
- Reports on Swachh Survekshan, GFC, and liquid waste management initiatives.
- Field assessment findings and improvement recommendations.
- Support provided, feedback, and strategic suggestions by ASCI faculty.
- Prepare high-quality reports, presentations, SOPs, and documentation as directed by GHMC.

4. Institutional Strengthening & Capacity Building

- Provide technical and managerial handholding to GHMC staff on Swachh Bharat benchmarks.
- Coordinate with IEC partners for citizen engagement and behavioral change campaigns.
- Design and deliver training programs for staff, field workers, and volunteers.

5. Compliance & Governance

- Ensure team management and deployment.
- Maintain accountability for deadlines, deliverables, by ensuring timely reporting.
- Support GHMC leadership in preparing policy notes, progress reviews, and presentations for state/national forums.

SKILLS & COMPETENCIES

- Strong leadership and team management skills.
- Expertise in monitoring frameworks, dashboards, and evidence-based reporting.
- Excellent communication and documentation skills (English & Telugu preferred).
- Ability to analyze technical data and prepare actionable recommendations.
- Ability to coordinate across multiple levels of government and community stakeholders.
- Proficiency in MS Office, GIS tools, and relevant engineering software is a plus.

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PROCUREMENT EXPERT

ABOUT THE ROLE

Administrative Staff College of India (ASCI) is seeking a qualified and experienced Procurement Expert for the Project Implementation Unit (PIU) supporting the Greater Hyderabad Municipal Corporation (GHMC). The expert will provide procurement and contract-management support for goods, works and services required for implementation of project activities under the PIU, including urban sanitation, solid waste management and other initiatives supported by GHMC. The role will support transparent, competitive and timely procurement processes, proper documentation, coordination with technical and finance teams, and compliance with applicable procurement procedures and approvals.

EDUCATIONAL QUALIFICATION:

- Bachelor's or Master's degree in Engineering, Commerce, Urban Planning, Business Administration, Finance, Supply Chain Management, Public Administration or a related discipline. A qualification or certification in procurement/supply chain management will be an advantage.

EXPERIENCE:

- Mininum 4 years of relevant experience in procurement, tendering, contract administration or supply chain management.
- Experience in procurement of goods, works and services for government departments, Urban Local Bodies (ULBs), public-sector organisations or development projects is desirable.
- Working knowledge of e-procurement systems, GeM, preparation of tender documents, bid evaluation and vendor management will be an advantage.

KEY RESPONSIBILITIES:

- Assist the PIU and GHMC teams in identifying procurement requirements and preparing procurement plans, schedules and estimates in consultation with the concerned technical and user departments.
- Prepare and coordinate the drafting of Requests for Quotations (RFQs), Requests for Proposals (RFPs), tender documents, scope of work, technical specifications, eligibility criteria and terms and conditions.
- Coordinate the publication/issuance of procurement notices, receipt and opening of bids, pre-bid queries, clarifications and other stages of the procurement process.
- Support the scrutiny and evaluation of technical and financial bids, preparation of comparative

statements and evaluation records, and submission of recommendations to the competent authority.

- Ensure that procurement processes and records are maintained in accordance with applicable GHMC/ASCI procedures, approval requirements and relevant government procurement guidelines.
- Coordinate with technical experts, finance, legal and user departments for vetting of specifications, cost estimates, budget availability, contract conditions and payment milestones.
- Assist in preparation, review and processing of purchase orders, work orders, service agreements and other contractual documents.
- Maintain procurement files and registers, including tender notices, bids, evaluation documents, approvals, contracts, performance records and correspondence, ensuring completeness and audit readiness.
- Monitor procurement timelines, delivery schedules,contract milestones and vendor performance; flag delays, deviations and compliance issues to the PIU leadership.
- Coordinate with suppliers, contractors and service providers on clarifications, delivery, documentation, warranty, completion and closure requirements.

SKILLS & COMPETENCIES:

- Sound understanding of procurement processes, tendering, bid evaluation and contract administration.
- Knowledge of government procurement procedures and familiarity with GeM/e- procurement platforms is desirable.
- Proficiency in MS Word, Excel and PowerPoint, including preparation of comparative statements and procurement reports.
- Strong drafting, documentation, negotiation, analytical and coordination skills.
- High levels of integrity, attention to detail and ability to manage multiple procurement assignments within stipulated timelines.