

**Kolkata Municipal Corporation**  
**Kolkata Environmental Improvement Investment Program**

**APPOINTMENTS**

Applications are invited from qualified and experienced Indian nationals of not beyond 65 years of age. Salary - negotiable. The posts and period are given below. All appointments are purely contractual. Applications should reach at the o/o the Project Director, KEIIP, KMC, 206, A.J.C.Bose Road, Kolkata-700017 within 24.01.2015 2.00 p.m. For more details please refer to [www.kmcgov.in](http://www.kmcgov.in) and [www.keip.in](http://www.keip.in) .

Position Title	Person months
Head, Finance Improvement Unit	60
Financial Management Specialist	60
Financial Analyst	60
Commercial Operation Officer	60
Legal Specialist (Part Time)	12
Communications Officer/Training Coordinator	60
Financial & Commercial Operations Assistant	60
Information & Technology Staff	30



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Project Director  
KEIIP - KMC

## **Qualification Criteria**

### **a. Head, Finance Improvement Unit**

He/She must be a Chartered Accountant or have a masters degree in finance, business management/administration, or economics and minimum years of experience in similar capacity for five years or an undergraduate degree in said fields but with work related experience of at least 10 years handling supervisory work in a similar utility in India. Experience in a water utility is preferred. He/she must possess excellent communication skills in English – both written and oral and has led a team of at least five people in a similar assignment that involves the implementation of a reform program.

### **b. Financial Management Specialist**

He/She must be a Chartered Accountant with at least 5 years experience working in a utility in India, preferably in a water utility and has experience in developing and setting up of financial systems, financial management and control and in conducting training and capacity building in field of water utility finance. He/she must possess excellent communication skills in English – both written and oral.

### **c. Financial Analyst**

He/She must be a graduate of finance, business administration, economics or any other relevant business course and with at least 5 years experience working in a water utility, majority of which involve either the conduct of financial and economic analyses of water supply projects or financial evaluation and analysis of a utility. Has experience in the design of user charges and development of financial models for tariff setting for water and/or sewerage utilities. He/she must possess good communication skills in English – both written and oral and has experience in the conduct of training on said subject matter.

### **d. Commercial Operations Specialist**

He/She must be a graduate of finance, business administration, economics, marketing, public management or other relevant course and with at least 5 years experience working in a similar utility in any of the areas of marketing, consumer relations, information, education and communication (IEC). Has experience in the design and delivery of awareness and information program, and marketing program. He/she must possess excellent communication skills in English and Bengali – both written and oral and with experience in workshop/training facilitation.

### **e. Legal Specialist**

He/She must be a lawyer with at least 10 years experience working under a similar municipal corporation in India, preferably in the water and sewerage sector and is thoroughly informed on the existing laws and practices in the Government of West Bengal. Experience on drafting legislations and policies involving user charges for utilities

is an advantage. He/she must possess excellent communication skills in English and Bengali – both written and oral.

**f. Communications Officer/Training Coordinator**

He/She must be a graduate of any communication arts, marketing, public relations, advertising or other relevant course and with at least five years experience working in a similar utility in any of the ff: the areas of public relations, communication management, knowledge management, workshop/training design, delivery and facilitation. Experience in a water utility in India is preferred. He/she must possess excellent communication skills in English and Bengali.

**g. Financial and Commercial Operations Assistant**

He/She must be a graduate of finance, business administration, economics or any other relevant business course and with at least 2 years experience working in a utility. Must possess excellent computer skills and have experience in working with financial models (using Excel), and possesses basic accounting skills. He/she must possess good communication skills in English – both written and oral and with experience in organizing workshops and training.

**h. Information Technology**

He/She must be a graduate of any computer or Information Technology course, and is experienced in database development and management. Experience in website development is a must. Must have good communication skills (written) in English.

**PROFORMA**

**TO BE FILLED UP BY THE INTERESTED CANDIDATES.**

**Post applied for : ....**

<b>N A M E</b>	:	
<b>Father/husband's Name</b>	:	
<b>Address in full (Present &amp; Permanent)</b>	:	
<b>Mobile No.</b>	:	
<b>e.mail (if any)</b>	:	
<b>Date of birth</b>	:	
<b>Age as on date</b>	:	
<b>Nationality</b>	:	
<b>Academic Qualification</b>	:	
<b>Additional Qualifications, if any</b>	:	a. b. c. d.
<b>Present occupation</b>	:	
<b>Experience (if any) in Utility Finance / Non Revenue Water</b>	:	a. b. c.

**\* Detailed CV to be attached.**