



Government of Maharashtra
Maharashtra Institution for Transformation - MITRA
Planning Department
5th Floor, Nirmal, Nariman Point, Mumbai-400021
Office Tel. No. 022 69979440 Email: admin-mitra@mah.gov.in

Maharashtra Institution for Transformation - MITRA

Government of Maharashtra

Advertisement / Terms of Reference for Contractual Engagement under KM-PMU, MUWREP
Assistant Program Manager & Procurement

Item	Details
Programme	World Bank-assisted Maharashtra Urban Water Supply, Sanitation and Reuse Program (MUWREP)
PMU	Knowledge Management PMU (KM-PMU), MITRA
Position	Assistant Program Manager & Procurement
Level / Nature	Programme support and procurement coordination role
Number of posts	One
Place of posting	MITRA, Mumbai; with travel/coordination as required for MUWREP
Engagement type	Contractual engagement through open advertisement
Approved remuneration	Rs. 1,25,000 per month, consolidated
Selection authority	Open advertisement on contract. Selection of KM-PMU posts shall be done by the committee headed by Joint CEO, MITRA and approved by CEO, MITRA.

Purpose of Assignment

To provide programme management support and procurement coordination to KM-PMU and support PMUs/PIUs in complying with World Bank procurement requirements.

Scope of Work

- Maintain KM-PMU procurement plans, trackers, records, approvals and contract status reports.
- Support PMUs and PIUs in procurement documentation, timelines, bid process tracking and compliance reporting.
- Coordinate with procurement firms/consultants and implementation entities for issue resolution.
- Assist in preparing meeting notes, procurement review briefs, dashboard inputs and follow-up records.
- Support DEA/World Bank mission preparation with procurement-related information and documentation.
- Maintain repository of templates, bid documents, clarifications, evaluation status and contract milestones.

Essential Qualifications and Experience

- Graduate degree in Engineering, Management, Commerce, Law, Public Policy, Economics, Urban Planning, or related field. Post-graduate qualification is desirable.
- Minimum 5 years of relevant experience in procurement, project management, contract administration, public procurement, or externally aided projects.
- In exception to the above, the minimum experience requirement may be waived off for candidates having experience of working with/for a Multilateral Development Bank (MDB), MDB-funded programme or equivalent development-finance institution or graduation/post-graduation from Institutions of Eminence, Institutes of National Importance or equivalent reputed Institutions/organizations; or extraordinary domain ability relevant to the assignment.

Desirable Experience / Competencies

- Exposure to World Bank procurement regulations or procurement in externally aided projects.
- Experience in government/ULB procurement, infrastructure procurement, consultancy procurement or e-procurement platforms.
- Strong documentation, spreadsheet, coordination and follow-up skills.
- Excellent written and oral communication skills in English; working knowledge of Marathi/Hindi will be an advantage.
- High integrity, ability to work in a government environment, and capacity to deliver high-quality outputs under timelines.

Key Deliverables

- Monthly procurement tracker and exception report.
- Procurement readiness note for World Bank/DEA meetings.
- Updated repository of procurement documents and contract milestones.
- Action-taken reports on procurement support provided to PMUs/PIUs.

Reporting and Coordination

- The position shall report to the Deputy Programme Director / Joint CEO MITRA or any officer designated by CEO MITRA.
- The selected candidate shall coordinate with PMU-1, PTMU, PMU-2, PIUs, Urban Development Department, DEA/GoI, World Bank teams, consultants and other stakeholders as directed.

Contract Terms

- The engagement shall be contractual and governed by terms issued by MITRA/ Government of Maharashtra under MUWREP.



Government of Maharashtra
Maharashtra Institution for Transformation - MITRA
Planning Department
5th Floor, Nirmal, Nariman Point, Mumbai-400021

Office Tel. No. 022 69979440

Email: admin-mitra@maharashtra.gov.in

- The approved remuneration is consolidated and inclusive of all routine allowances unless otherwise specifically approved.
- Continuation shall be subject to performance, programme requirement, availability of funds and approval of the competent authority.
- MITRA reserves the right to modify, cancel or withdraw the advertisement/selection process without assigning reasons.

Application Instructions

- Eligible candidates may submit their application in the prescribed format with CV, educational certificates, experience certificates and a brief statement of suitability.
- Shortlisted candidates may be called for interview/presentation/written assessment as decided by the Selection Committee.

General Conditions

The engagement is purely contractual and shall not confer any right to regular appointment in MITRA or Government of Maharashtra. Canvassing in any form shall lead to disqualification. Original documents shall be verified before final engagement. The decision of the competent authority shall be final.

(Aman Mittal)

Deputy Project Director - MUWREP / Joint Chief Executive Officer - MITRA
Maharashtra Institution for Transformation, Government of Maharashtra