



PUDUCHERRY SMART CITY DEVELOPMENT LIMITED

(A Government of Puducherry Company)

No.2, Old Court Building, Bussy street, Puducherry-605001

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No.168/PSCDL/CITIIS/2018/234

Date:17.07.2019

ENGAGEMENT OF ENVIRONMENTAL & SOCIAL NODAL OFFICER (1 NO)
AND PUBLIC ENGAGEMENT & PARTNERSHIPS OFFICER (1 NO) IN
PSCDL UNDER CITIIS PROGRAM ON CONTRACT BASIS

Applications are invited by the PSCDL for engaging Environmental & Social Nodal Officer – 1 Post and Public Engagement & Partnerships Officer – 1 Post in the Puducherry Smart City Development Limited for a period of 3 years on Contract Basis under CITIIS programme organised by MoHUA. The application along with desired Qualification and Roles & Responsibilities may be downloaded from the PSCDL website www.pondicherrysmartcity.in (or) can be had from the office of the PSCDL in the above address. The last date of submission of application to the PSCDL Office by hand or post will be 12.00 hours on 07.08.2019. The applications received will be scrutinised and the short listed candidates will be called for an interview. The selected applicant will be notified and shall be in a position to join the post immediately.

CHIEF EXECUTIVE OFFICER
PSCDL

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED
No.2, Old Court Building, Bussystreet, Puducherry-605001.

Affix a latest
Photo here

1. Name of the Post applied for :
2. Name :
3. Date of Birth :
4. Address for communication :
5. Contact Number :
6. E-mail id :
7. Educational Qualification :
(Please explain UG/PG/ Ph.D levels)
8. Details of Knowledge in Computer :
9. Brief Particulars of Experience with
Nature of duties performed interms
of the post applied for :

SI.NO	Name of the Ministry /Dept./Company	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in
support of the suitability of the post :

11. **Expected Monthly Salary at Puducherry**
(Including TA/DA etc.,) (In Rs.) :

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle and I shall be made myself available as and when Puducherry Smart City Development Limited calls for my service.

Place:

Signature of Applicant

Date:

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED
No.2, Old Court Building, Bussystreet, Puducherry-605001.

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i. 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 Stake holder 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 stake holders 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 (invitations, RSVPs, press release, interviews, proof-editing, post-coverage touch points), 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. 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 with 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) Qualification related to mass communications, branding & strategy, multi-media or graphic design, and related visibility fields would be desirable.
- b) A Minimum of three years of practical / project experience in the field Public Engagement / Public Relations / Communications.
- c) 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.
- d) Excellent writing and communication skills in English (required) and the Tamil (desirable).
- e) Ability to work responsibly and flexibly, take initiative and generate new ideas.
- f) Willingness to travel as and when required.

ii. Environmental and Social Nodal Officer

Roles and Responsibilities

1. Carry out screening of identified sub projects for Environmental and Social (E&S) risks including gender risks using the checklists given by the CITIIS 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 the CITIIS Management Platform (CMP) as per the specified timelines.
2. E&S classification of proposed sub projects into A, B and C categories and ensure that it is uploaded on the CITIIS Management Platform (CMP) for review and approval by the PMU.
3. Identify scope of impact assessment and prepare Environmental and Social Impact Assessment (ESIA), Environment and Social

Management Plan (ESMP), Resettlement Action Plan (RAP) and Gender Action Plan (GAP) as per requirements of national / state / local legislations and relevant international practices and special assistance to be given for compensation and assistance to vulnerable groups.

4. With guidance from the PMU (mentors / experts / E&S safeguards Specialist) carry out engagement of stakeholders and report the same in the CMP.
5. Establish and maintain Grievance Redressal Committee (GRC) at the city level.
6. Obtaining approvals from PMU and the required clearances from state government / local government / any other as necessary prior to launch of procurement processes for works and contracts. Ensure that approved ESIA / ESMP and RAP annexed to the procurement process and awarded contract documents to the contractors.
7. 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.
8. Ensure implementation of ESMP and GAP during the project cycle; Implementation of GAP during project cycle.
9. Update information continuously and as required on the PAPs, local community and other stake holders on the construction works, E&S impacts and implementation of the mitigation measures; and maintain grievance redressal mechanism and committee (GRC).
10. Attend E&S Safeguards Trainings and Workshops conducted by the CITIIS PMU.

Key Qualifications

- a) A minimum of three years of practical / project experience in the field of Environment and Social Assessments in projects and programmes.
- b) Post Graduate in Planning / Social Sciences from a recognized university.
- c) Demonstrate through understanding of environmental and social context in the country / state/ city and experience working with government department with respect to environment and social impact assessments and development of management plans.
- d) Working knowledge of Environment and Social Safeguard instruments and policies of international funding organisations such as the World Bank and the Asian Development Bank.
- e) Familiarity with tools and methodologies for environment and 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.