

**Job Description: Technical Support Unit (TSU) Consultant**

**Location:** Nagar Nigam, Ayodhya

**Position:** Technical Support Unit (TSU)

**Duration:** Project-based Contract

**Salary:** Commensurate with experience

**Position Overview:**

The Nagar Nigam Ayodhya (NNAY) is seeking a highly qualified and experienced professional to fill the role of **Technical Support Unit (TSU)**. This role involves the management of end-to-end tendering processes through various platforms, including eTender portals, GeM (Government e-Marketplace), and manual tendering. The consultant will support ongoing and upcoming urban development projects, including Smart City initiatives, CMGRID, and other municipal schemes, covering multiple domains such as Civil, IT, Light, Horticulture, and other infrastructure projects relevant to municipal corporation operations.

The role is critical for ensuring smooth execution, compliance, and monitoring of the tendering process and the implementation of various development projects.

**Key Responsibilities:****1. Tendering Process Management:**

- Manage the end-to-end tendering process, ensuring compliance with legal and procedural requirements.
- Coordinate the preparation, publishing, and evaluation of tenders via **eTender Portal, GeM, and manual tendering** methods.
- Monitor submission timelines, verify documentation, and ensure the smooth flow of information during the bidding process.
- Facilitate the pre-bid meetings, clarify queries from prospective bidders, and ensure proper documentation of the process.
- Ensure adherence to financial, technical, and legal norms for all tenders.

**2. Project Management and Coordination:**

- Provide expert advice and coordination for urban development projects, including **Smart City, CMGRID, Swachhh Bharat Mission, Amrut Mission** and other municipal schemes.
- Work closely with NNAY's team, contractors, consultants, and other stakeholders to ensure project timelines, budgets, and scope are strictly followed.
- Implement tracking systems to monitor project progress and identify potential delays or risks.
- Regularly review project deliverables and ensure compliance with specifications.

**3. Documentation and Reporting:**

- Maintain all project documentation, including contracts, agreements, and progress reports.
- Provide periodic updates to NNAY's management on tender status, project progress, and any risks.
- Prepare detailed reports on project performance, issues encountered, and the resolution process.

- Ensure that project documentation is up-to-date and complies with municipal and government standards.
- 4. **Stakeholder Management:**
  - Engage with various government departments, vendors, contractors, and consultants.
  - Facilitate communication and feedback between the project teams, vendors, and municipal management.
  - Ensure the timely resolution of issues raised by stakeholders, ensuring smooth execution of projects.
- 5. **Technical Expertise and Consultation:**
  - Provide guidance on project design, technical specifications, and operational issues in urban infrastructure projects.
  - Assist in identifying the best technical solutions for projects in Civil, IT, Light, Horticulture, and other municipal areas.
  - Act as an expert consultant on implementing new technologies or systems that align with Smart City, CMGRID, Swachhh Bharat Mission, Amrut Mission and other initiatives.
- 6. **Quality Control & Risk Management:**
  - Conduct regular quality checks during project execution and provide feedback on any discrepancies.
  - Identify potential project risks, develop mitigation strategies, and oversee their implementation.
  - Ensure all ongoing projects comply with environmental, health, and safety standards.
- 7. **Collaboration with Government Bodies:**
  - Facilitate coordination with various government departments and agencies.
  - Ensure alignment with **Smart City Mission, CMGRID, Swachhh Bharat Mission, Amrut Mission** and other government-driven urban initiatives.
  - Ensure compliance with all legal, financial, and technical requirements as per government standards.

#### **Required Qualifications and Skills:**

- **Educational Qualification:**
  - B.E./B.Tech in Civil Engineering, IT, Electrical Engineering, or related fields. A Master's degree (M.Tech/MBA) in Project Management or Urban Development is an added advantage.
- **Experience:**
  - Minimum of 5-7 years of experience in project management, tendering processes, or urban infrastructure development.
  - Proven experience in managing projects related to **Smart Cities, CMGRID, Swachhh Bharat Mission, urban development**, and municipal projects.
  - Hands-on experience with eTender portals, GeM, and manual tendering processes.
  - Experience working with government and municipal authorities on large-scale development projects.
- **Skills:**
  - In-depth knowledge of government procurement processes, including tendering and project management.

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Proficiency in project management software (e.g., MS Project, Primavera, etc.).
- Knowledge of civil engineering and IT-based infrastructure projects.
- Understanding of **Smart City** initiatives, **CMGRID**, and other urban development schemes.
- Familiarity with municipal infrastructure development, including civil works, lighting, horticulture, and IT-based projects.

**Personal Attributes:**

- Strong leadership and team coordination skills.
- Attention to detail and strong organizational abilities.
- Proactive approach in problem-solving.
- Ability to work under pressure and meet deadlines.
- High level of integrity and professionalism.

**Key Deliverables:**

- Successful and timely completion of tendering processes for urban development projects.
- Effective and smooth implementation of projects within the specified timeline, quality, and budget.
- Clear and consistent communication with all stakeholders, ensuring project requirements are met.
- Adherence to government standards and compliance with legal frameworks.