

<p>Position: Associate Consultant [Procurement & Auditing and Data Management]</p> <p>Position Code: CON-21 No. of Position: 01 (One)</p> <p>Duration: The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.</p> <p>Fee: The consolidated fee shall be Rs. 75,000/- per month.</p> <p>Job Description: Work closely with the Finance & Accounts Department mainly to deal with the matters related to Procurement & Auditing and Data Management.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ MSME, GEM and procurement related MIS. ▪ Tender committee member, Loan Recovery management. ▪ Loan register, overdue statement, collection MIS. ▪ Internal Audit, preparation of audit replies. ▪ Statutory Audit, coordination. ▪ C&AG Audit of Financial Statements. ▪ Transaction audit, preparation of Audit replies. ▪ PE survey MIS ▪ Parliament questions ▪ MOU, Other data for OPE ▪ Need based MIS ▪ Backup of Finance data ▪ Engaging with FDD consultants for financial visit for projects. ▪ Analyzing FDD reports, preparation of IFR. 	<p>Eligibility:</p> <p><u>Essential Qualification:</u></p> <ul style="list-style-type: none"> • CA/ICWA or • B. Com with MBA-Finance /PGDM -Finance from a recognized Institute <p>Experience:</p> <p>Between 03 to 10 years, with minimum 03 years of post-qualification experience in in Procurement & Auditing and Data Management.</p> <p><u>Maximum Age:</u></p> <p>45 Years as on closing date of vacancy.</p>