

BIHAR VIKAS MISSION

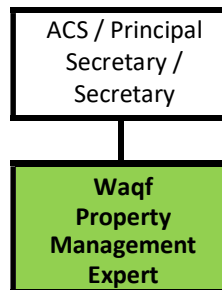
Job Description



1. General Information:

Position Title:	Waqf Property Management Expert
Reports to:	ACS / Principal Secretary / Secretary, Minority Welfare Department
Department:	Bihar Vikas Mission

2. Organization Chart



3. Key Accountabilities

Strategizing and Expert Advisory

- Design a strategic plan and roadmap for achievement of Departmental mandate with regard to construction and development of Waqf properties, in conjunction with relevant stakeholders in the Department (ACS, Principal Secretary, Secretaries etc.)
- Establish liaisons with relevant agencies to draft an innovative design for the properties to maximize utilization by the beneficiary group and align the same with the budget compliances, as required
- Provide consultation to the Department leadership and relevant officials regarding matters related to involvement of Waqf provided properties for the development of minority communities
- Undertake thorough analysis of the existing Waqf properties (location, population, presence/lack of infrastructural facilities etc.) and suggest possible infrastructural development plans for locations identified
- Provide consultations to the Department regarding different financial models for infrastructure development on Waqf properties implemented around the world
- Analyse models adopted in countries such as Malaysia, Indonesia, Sudan, Kuwait, UK etc., and suggest the best implementable model as applicable in local context for the development of Waqf properties in the State
- Collaborate with relevant Department functionaries to develop the monitoring mechanisms to continuously track infrastructural developments and identify bottlenecks that impact the pace of construction work
- Train and build the capacity of the relevant functionaries in matters related to construction projects anchored by the Department of Minority Welfare
- Support the Department in estimation and budgeting of construction work and keeping track of expenditure, as required
- Provide expert advice for tendering processes, preparation of standard criteria & checklists for evaluation of the tenders, preparation of the bid evaluation reports, the selection process of bidders and ensuring alignment with environmental and social safeguard requirements.

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- Liaise with relevant officials in the concerned Department to develop ideas and plans to address Departmental priorities related to construction and undertake strategic and operational planning exercises

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as and when required

4. Qualifications and Experience

Essential

- Master's degree or higher in any discipline.
- Minimum 10 years of post-qualification administrative experience with at least 4 years of experience in dealing with Sharia Law and Waqf Property Management.
- Less than 65 years of age as on 1st August'2021

Preferred

- Experience of working in Central Waqf Board / State Waqf Board / Central Waqf Council at senior level positions (like CEO, Chairman, Secretary, Member etc.)
- Degree in law will add weight to the candidature.
- PhD in relevant discipline will be preferred.
- Honors / Awards / Recognized publication in relevant area will be an added advantage

5. Knowledge and Other Skills

- Good knowledge of Sharia Law and other laws and regulations related to waqf property management
- Strong working knowledge and familiarity with Waqf share structure in India and abroad
- Knowledge about various models for infrastructural development such as credit based finance, joint venture or equity and income sharing, self-financing etc.
- Strong networks and relationships with notable architects, building planner, infrastructure construction experts etc.
- Fluency in written and spoken English, Hindi and Urdu.