

# BIHAR VIKAS MISSION

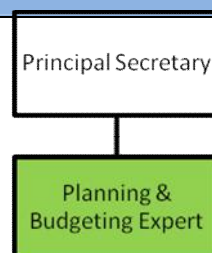
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>Planning and Budgeting Expert</b>
<b>Reports to:</b>	<b>Principal Secretary – Planning and Development Department</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### Strategizing and Expert Advisory

- Design a strategic plan and roadmap for planning, budgeting and monitoring of expenditure for the Department and concerned units in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionaries
- Provide required guidance and support in formulation and preparation of State and Department budget and annual plan, including coordination with concerned functionaries
- Provide expert advice and support in development of long-term plans (five year plans etc.) and vision documents for the Department, in conjunction with relevant stakeholders in the Department (Principal Secretary, Secretaries etc.) and related functionaries, as required
- Facilitate the annual budgeting process to ensure that financial budgets are consolidated and prepared in a timely and accurate manner
- Provide the required support to different Departments to ensure development of their budget and annual and long-term plans, including reviewing receiving budgets and plans and providing recommendations for improvement
- Guide the monitoring of financial performance against budget and developed plan on a periodic basis and provide reports to concerned senior officials and Department with financial results and variance analysis reports to ensure critical issues are identified and appropriate corrective actions are implemented
- Coordinate with Plan Empowered Committee for sanctioning the schemes of different Departments of the State
- Analyse the effectiveness of plan expenditure allocation, disbursement and adaptation
- Provide concrete recommendation to strengthen the efficiency and effectiveness of existing mechanisms for planning and monitoring public expenditure
- Conduct domain research and provide insights and perspective to ensure incorporation of best practices and latest trends and technologies in budgeting, planning and monitoring from across different states and facilitate management decision-making

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- Liaise with relevant officials in the concerned Department to develop ideas and plans to address other Departmental priorities related to budgeting, planning and monitoring and undertake strategic and operational planning exercises
- Provide expert advice and facilitate concerned Department's budget planning and expense control processes in line with international standards as well as local guidelines so that planning and budgetary operations are conducted in a standardized manner
- Establish and / or build partnerships with important and relevant national level bodies and organizations like NITI Aayog, National Development Council, Ministry of Finance, and other leading development economics and policy organisation and manage liaising with them, as directed by Department

### 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

### Minimum

- PG Diploma (2 years full time) or Master's degree or higher (full time) in Economics/ Statistics / Finance / Commerce / Business Administration / Management/ Mathematics
- Minimum 10 years of post-qualification experience in financial management/planning and budgeting of different schemes/plan at state or central level.

OR

- Retired personnel from Government with minimum 10 years of experience in financial management domain (last held position should not be lower than Joint Secretary or Equivalent level)

OR

- At least 10 years of post-qualification experience in Indian Administrative Services / 15 years of post-qualification experience in State Administrative Services (last held position should not be lower than Joint Secretary or equivalent level) with minimum 3 years of experience in financial management domain

### Preferred

- Less than 65 years of age as on 1<sup>st</sup> January 2020.
- Experience in preparation of State / Department budget and / or annual / five year plan
- Experience in budgeting / expenditure monitoring of schemes / programmes in compliance with FRBMA / other guidelines at Planning Commission / State / Central government / bilateral /

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multilateral organizations and/or programs (such as World Bank, DFID, UNDP, ADB etc.)

- Certificates / Courses in relevant areas will add weight to the candidature
- Honors / Awards in relevant area will be an added advantage

### 5. Knowledge and Other Skills

- Strong numerical and analytical skills
- Experience of policy and process design, operations development and management in the domain of financial planning and budgeting
- Excellent knowledge of latest planning, budgeting and monitoring regulations, practices and standards
- Experience of working with MS Office (Word, Excel and Power Point) is desired.
- Excellent knowledge of financial analysis and reporting methods and techniques
- Fluency in written and spoken English and Hindi