

Chennai Unified Metropolitan Transport Authority (CUMTA)

Terms of Reference

Human Resource Executive

I. Introduction

1. The Chennai Unified Metropolitan Transport Authority (CUMTA) was established by the Government of Tamil Nadu (GoTN) through a Statutory Act provision during November 2010, and the Rules for CUMTA were notified during January 2019. The Act has been further amended in September 2020 proposing the Hon'ble Chief Minister of Tamil Nadu as Chairman of the of the CUMTA.
2. The creation of CUMTA was a step towards integrated and sustainable urban mobility initiative for Chennai. CUMTA is better placed to manage the existing institutional gaps and overlaps amongst various agencies in tackling urban transport issues at an optimum utilization of resources. The jurisdiction of CUMTA extends over the whole of Chennai Metropolitan Planning Area.
3. Currently, CUMTA is functioning under Housing and Urban Development Department and a 'Special Officer' is the appointed to execute the duties of Member-Secretary, CUMTA (as well as the Chief Executive Officer) and is yet to join CUMTA. One of the key responsibilities of the Member Secretary is to carry out day-to-day functions undertaken by CUMTA and also to conduct meetings/ facilitating discussion for the authority to take multiple decisions under CUMTA. Hence, GoTN with the help of World Bank under Chennai City Partnership program is working towards strengthening the existing CUMTA to make it fully operational.
4. The organizational structure and staffing requirements for maturity-wise strengthening of CUMTA is worked out in detail in the adopted operations manual document of CUMTA. A preliminary staff strength consisting of 3 officers on deputation, 2 planners on contract, 4 non-technical staffs on working arrangement are deployed. To fully functionalize CUMTA's operation in the urban mobility sector, furthermore experts/professionals are required.

II. Name of the Post: Human Resource Executive

III. Role:

- a. To provide operational support to all matters related to human resources for the authority in order to ensure smooth functioning of the CUMTA.
- b. To provide administration support and liaising with relevant offices and departments.
- c. Organize and carry out the various processes including placing of advertisements, conducting meetings & formalizing documents for the authority.
- d. The staff should have excellent operational capabilities to execute tasks within assigned timelines and expectations.
- e. Should be committed to achieving results with high standards of quality and efficiency.

IV. Key Responsibilities

- a. To prepare policies, relevant operations and functions in CUMTA related to day-to day human resources.
- b. To develop, continuously monitor and review of recruitment, employment, organizational policies including administrative policies, procurement, etc.
- c. To manage the HR/admin function so that CUMTA to recruit, retain and develop highly skilled and motivated staff.
- d. To review, develop and recommend appropriate employment conditions and payment structures, and lead any industrial relations negotiations.
- e. To perform administration related functions such as preparation of periodic plans and reports including coordinating with all other divisions of CUMTA for all necessary information and inputs.
- f. To provide operational assistance in procuring all required office works, goods and services including all stationary, utilities, IT networks, electronic devices, office equipment, etc.
- g. To perform all such duties and functions as required by the authority, from time to time.

V. Qualifications and Experience

- a. Post graduate degree in the Human Resources / Business administration/ other relevant field.
- b. At least 3 to 5 years of work experience in Human resources function of any public / semi-public / PSU / private sector entity.

- c. Computer Skills: Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
- d. Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts. Excellent computer and document processing skills.

VI. Duty Headquarters

The duty headquarters of the Human Resource Executive will be in Chennai Unified Metropolitan Transport Authority, Chennai. She / he will be required to travel frequently within and outside the city and occasionally outside the state for project purposes.

VII. Duration

Appointment to the post will be on contract basis initially for a period of two year and likely to be extended based on the performance.

VIII. Reporting Arrangements

The Human Resource Executive will report to the Special officer / Member Secretary, CUMTA.