

GOVERNMENT OF ANDHRA PRADESH
CENTRE FOR STRATEGIC PLANNING AND GOVERNANCE (CSPG)
PLANNING DEPARTMENT

Date: 02.01.2023

NOTIFICATION

Organisation: Centre for Strategic Planning and Governance (CSPG) - Planning Department, Government of Andhra Pradesh.

Designation and Requirements:

Designation	Governance	HCD	EDG	PF	M&E	Total
Executive Director						1
Sr. Consultant	1	1	1	1	1	5
Consultant		1	1	1		3
Analyst	1	2	2	2	1	8
Total						17

Location: Vijayawada / Visakhapatnam, Andhra Pradesh.

Terms of Employment: The position is contractual and the period of engagement is 3 years, extendable by 2 years thereafter.

Introduction:

“Centre for Strategic Planning and Governance” (hereinafter referred to as “CSPG”) is established with an objective to strengthen the government’s institutional capabilities in order to improve the quality of public services delivery, classified into four major objectives: 1. Design, 2. Implementation, 3. Evaluation and 4. Research & Analysis. The details are provided below for quick reference.

- 1) Design: Support Government department to adopt evidence based policy and program design approaches.
- 2) Implementation: Improve the quality of Public Services delivery through good governance.
- 3) Evaluation: Maximise the value for money from public expenditures by focusing on program outcomes.
- 4) Research and Analysis: Provide rigorous and high quality research and analysis on issues of importance to the Government.

For this purpose and to augment the Department’s capabilities in the specialized verticals of the CSPG and with an aim to bring professional expertise in the domain areas (Governance, Human Capacity Development, Economic Development and Growth, Public

Finance, Monitoring and Evaluation). The Planning Department, Government of Andhra Pradesh invites applications for the posts of Executive Director, Senior Consultant, Consultant and Analyst on contract basis for a tenure of 3 years, extendable by 2 years thereafter. It shall have the following areas.

- 1) The Governance vertical will have professional expertise in cross cutting activities like Capacity Building, Human Resource Management, Organisational Restructuring, Process Re-engineering, e-Governance, Data Analytics etc.
- 2) The Human Capacity Development Vertical will be equipped with domain experts in areas like Education, Health, Nutrition and Welfare Services.
- 3) The Economic Development and Growth (EDG) vertical contain people with expertise in Agriculture, Industrial Policy, Infrastructure, Urban Development etc.
- 4) The Public Finance Vertical will be equipped with Public Finance Specialists, who can advise on Public Finance Management, Resource Mobilisation, Cost Benefit Analysis and Other value for money Assessments etc.
- 5) The Monitoring and Evaluation vertical will have professional with expertise in rigorous quantitative and qualitative assessments of government policies and programs.

1. Job Description - Executive Director, CSPG (01 Position)

Salary: INR 30 – 36 LPA

Roles and Responsibilities:

The Executive Director, CSPG shall be responsible for managing the regular functioning of the centre and shall closely work with the internal and external teams to ensure the regular functioning of the Centre, taking decision as per delegation of powers, prepare and implement annual action plan and implementation of projects and tasks entrusted by client government agencies.

The ED, CSPG shall report to the Director General (Secretary to the Government, Planning Department, GoAP), CSPG and shall report to the Principal Finance Secretary to the Government, Department of Finance, GoAP on the Public Finance Vertical.

- a) Maintain excellent relationship with Secretaries and HODs.
- b) Guide and coordinate the functioning of all five verticals in CSPG and regularly report to the governing board about the functioning of each vertical.
- c) Provide technical assistance to Departments in the CSPGs functional areas.
- d) Develop benchmarks and standards for inputs, processes, and outputs related to design, implementation and evaluation of objectives of CSPG.
- e) Develop templates and model documents for M&E activities and government improvement interventions.
- f) Institutionalise good governance processes and practices within department and agencies.

- g) Provide legal advisory regarding drafting bills for legislators and craft regulations for government agencies and departments.
- h) Provide research inputs to departments, especially on innovative practices, emerging technologies and new ideas.
- i) Provide capacity building support by organising training programs and workshops for employees for government on new and innovative practices technologies.
- j) Conduct seminars and conferences, curate academic and industrial field visits and connect learning forums that encourage global participation along with documentation and public research outputs across various domains and geographies.
- k) Develop and promote knowledge-based public goods in CSPG's functional areas.
- l) Build a highly dynamic and entrepreneurial consulting team, which drives skill sets in areas of intervention, including, public policy formulation & analysis, public systems reform, evaluations, project management, process re-engineering, best practice documentation, various sub-interventions in structural & personnel re-organisation, personnel re-organisation, etc. The CSPG also works on streamlining internal business processes of various Departments through a variety of structural & personnel restructuring exercises.
- m) Ensure smooth execution of consulting assignments
- n) Any other relevant activity as may be decided by the Board of Directors.

Qualification/Skills:

1. Ph.D in areas of Public Policy, Economics, Finance or Management.
2. At least 20 years of professional experience, preferable in the public sector.
3. Rich experience of leadership of organisations or experience of leading 5 to 10 highly skilled professionals in multi-disciplinary teams and handling multiple projects.
4. Deep functional expertise in at least one policy sector.
5. Prior experience of working in the government sector will be a distinct advantage.
6. Excellent written and verbal articulation skills.

Key Traits and Skills:

1. High degree of pro activeness
2. Pronounced action-orientation
3. Comfortable with multi-tasking; complex, multi-stakeholder & fast-paced settings; long working hours; and challenging timelines
4. Strong commitment to collaborative work
5. Exceptional writing/documentation/presentation skills

2. Job Description: Senior Consultant (5 Positions)

Salary: INR 18 - 24 LPA

Roles and Responsibilities:

The incumbent will lead the analytical team and work with Secretaries / Directors to Government and shall report to Executive Director, CSPG and shall be responsible for the following.

- a) Assisting in Projects Management activities across different vertical of the CSPG.
- b) Analysis of proposals received from different vertical of CSPG.
- c) Drafting proposals, concept notes, project reports, standard operating procedures, best practice documents etc. in various areas of CSPG's verticals.
- d) Identifying KPIs across various vertical projects & tracking their progress.
- e) Preparing project decks for review at the highest levels in the Government
- f) Coordinating with internal and external (multiple departments) stakeholders as required.
- g) Enumerating functional requirements for design of IT applications and Coordinating with IT vendors for design, development, roll-out & monitoring of IT applications
- h) Process re-engineering/process streamlining w.r.t. pace, efficiency, accountability, transparency etc.
- i) Drafting public procurement documents (RFPs/EoIs etc.) & managing the bid process.
- j) Completing a broad variety of tasks that facilitate the Executive Director's ability to effectively lead the organization, including assisting with special projects, designing and producing complex documents, reports, and presentations.
- k) Any other tasks assigned

Qualification:

1. The incumbent shall be a Master Degree or a Ph.D in Social Science or in the area of functional expertise sought from prestigious national institutions.
2. Essential Experience more than 12 years at top management level with good institutions Required Experience 6-8 years of Consultancy exposure to projects of high value and impact.
3. Prior experience of working in the Government will be a distinct advantage
4. Experience of leading large teams and handling multiple projects.

Key Traits and Skills:

1. Exceptional analytical skills and Research Capabilities.
2. Strong problem solving skills.
3. High degree of pro activeness
4. Pronounced action-orientation

5. Comfortable with multi-tasking; complex, multi-stakeholder & fast-paced settings; long working hours; and challenging timelines
6. Strong commitment to collaborative work
7. Exceptional writing/documentation/presentation skills.

3. Job Description: Consultant (3 Positions)

Salary: INR 10 - 18 LPA

Roles and Responsibilities:

The incumbent will lead the analytical team and work with Secretaries / Directors to Government and shall report to Executive Director, CSPG and shall be responsible for the following.

- l) Assisting in Projects Management activities across different vertical of the CSPG.
- m) Analysis of proposals received from different vertical of CSPG.
- n) Drafting proposals, concept notes, project reports, standard operating procedures, best practice documents etc. in various areas of CSPG's verticals.
- o) Identifying KPIs across various vertical projects & tracking their progress.
- p) Preparing project decks for review at the highest levels in the Government
- q) Coordinating with internal and external (multiple departments) stakeholders as required.
- r) Enumerating functional requirements for design of IT applications and Coordinating with IT vendors for design, development, roll-out & monitoring of IT applications
- s) Process re-engineering/process streamlining w.r.t. pace, efficiency, accountability, transparency etc.
- t) Drafting public procurement documents (RFPs/EoIs etc.) & managing the bid process.
- u) Completing a broad variety of tasks that facilitate the Executive Director's ability to effectively lead the organization, including assisting with special projects, designing and producing complex documents, reports, and presentations.
- v) Any other task/s assigned

Qualification:

1. The incumbent shall be a Master Degree in Social Science or in the area of functional expertise sought from prestigious national institutions.
2. Essential Experience 6 to 12 years at middle management level from reputed (National/ State) institutions, Required Experience 3-4 years of Independent Consultancy experience.
3. Prior experience of working in the Government will be a distinct advantage

Key Traits and Skills:

1. Exceptional analytical skills and Research Capabilities.
2. Strong problem-solving skills.
3. High degree of pro activeness
4. Pronounced action-orientation
5. Comfortable with multi-tasking; complex, multi-stakeholder & fast-paced settings; long working hours; and challenging timelines
6. Strong commitment to collaborative work
7. Exceptional writing/documentation/presentation skills.

4. Job Description: Analyst (8 Positions)

Salary: INR 5.4 - 9 LPA

Roles and Responsibilities:

The incumbent will lead a team of young and talented professionals, working on various verticals of Centre for Strategic Planning and Governance (CSPG) analytics and will work closely with the Secretaries / Directors to Government and ED, CSPG and shall be responsible for the following:

- a) Lead the analytics team to deliver incisive management information reports on key verticals and areas of CSPG.
- b) Streamline data sources to ensure single source of truth across departments
- c) Devising data analytical framework by analysing the proposals received from different verticals of CSPG.
- d) Map key public financial indicators across verticals; design and in coordination with the software team, implement a real-time dashboard
- e) Draw the road map for, design and in close coordination with software teams, implement the integration of emerging technologies like AI/ML/IoT/Block Chain for real time analytics
- f) Coordinate with multiple Departments and other Stakeholders.
- g) Any other tasks assigned

Qualification:

1. C.A/Cost Accountant/Bachelor or master degree with similar backgrounds in finance/accounting, public policy, engineering, management, etc.
2. Experience 3 to 5 years at entry management level from reputed (National/ State) institutions

Key Traits and Skills

1. Strong analytical skills and comfort with latest big data tools and research capabilities

2. Proficiency in data analytical tools
3. Strong problem solving skills.
4. High degree of pro activeness
5. Pronounced action-orientation
6. Comfortable with multi-tasking; complex, multi-stakeholder & fast-paced settings; long working hours; and challenging timelines
7. Strong commitment to collaborative work
8. Exceptional writing and presentation skills.

How to Apply

Interested candidates can e-mail by filling the application form along with Cover Letter describing their suitability, CV, Write up and Presentation to: cspg.hr@gmail.com. The Subject Line shall be as follows: Ex., ‘**Application for the post of Executive Director in CSPG**’

Timelines:

The tentative timelines are as follows, which may change subject to administrative exigencies and number of applications received:

Date of Notification	: 02-01-2023
Last date for Receipt of Applications	: 17-01-2023
Scrutiny of the Applications (Panel – I)	: 18-01-2023 to 24-01-2023
Interview intimation to the candidates	: 27-01-2023
Interview starts from (Panel -II)	: 01-02-2023 to 10-02-2023
Final Selection of Candidates and Salary Negotiation (Panel – II)	: 13-02-2023 to 17-02-2023
Announcement of selected candidates	: 17-02-2023
Joining Date	: 2 Months from the issue of letter of selection

Application Process:

- Curriculum Vitae with Covering Letter (Maximum of 3 Pages)
- Write up on understanding of Governmental Structure, Practices and experience in a various areas. (Maximum 1000 Words, excluding relevant charts and tables, if any)
- Presentation on improvement of the services of Andhra Pradesh on any of the following areas and the efficiency with which they can be run by Benchmarking and Comparing other states in India / International Practices with analytical and

Statistical diagram charts. (Maximum of 7 slides, excluding Introduction and thank you slides)

- I. Improve the quality of Public Services delivery through good governance (Capacity Building, Human Resource Management, Organisational Restructuring, Process Re-engineering, e-Governance, Data Analytics etc.)
- II. Maximise value for money from Public expenditure by focusing on program outcomes. (Public Finance Management, Resource Mobilisation, Cost benefit analysis and other value for money Assessments).
- III. Quantitative and Qualitative assessments of Government Policies and Programs.

All the above three documents (Curriculum Vitae, Write up and Presentation, in the same order) along with prescribed application form shall be submitted through Email:cspg.hr@gmail.com.

Selection Process:

- Applicants will be shortlisted based on the merit of their application. Shortlisted applicants will be invited for an interview. The interview slots will be scheduled in consultation with the shortlisted applicants.
- The Government of Andhra Pradesh reserves the right to defer the process of filling for the positions if it does not find suitable candidates during the selection process.
- The offer of appointment will be conditional upon producing Graduation Certificates, Transcripts, Experience Certificates, Successful completion of Medical and Background Verification process. Etc

Other Information:

1. To facilitate necessary research for candidates, some indicative sources for Andhra Pradesh, not necessarily exhaustive, are listed below:
 - a. Finance Department Website for Budget
 - b. Socio Economic Surveys of Government of Andhra Pradesh
 - c. White Papers released by Government of Andhra Pradesh
 - d. Database of Government Orders of Andhra Pradesh
 - e. RBI's Handbooks on State Finances
 - f. State Level Bankers Committee Reports of Andhra Pradesh
2. Candidates have to undertake their own research, as necessary, and not rely solely on the above sources. All the application materials shall have to be the work of the candidate alone. Any references used shall be cited accordingly. Any other support received during the compilation of the policy brief or making the presentation shall be duly acknowledged within the application materials.

Queries:

Please feel free to send your queries to: cspg.admn@gmail.com. Generally, all queries will be answered within two working days. However, no applications will be accepted through this email id.

APPLICATION FORM FOR THE POST OF

1. Full Name (In Block letters) :
2. Present Address :
3. Permanent Address :
4. Phone Numbers :
5. Email ID :
6. Father's Name :
7. Date of Birth / Age :
(As per SSC Certificate)
8. Sex :
9. Nationality :
10. Overview :

Example: Having 10 years Experience in public private finance related to public policy and seeking assignments in the related field in Government / Private sector.

11. Educational Qualifications:

Sl. No.	Name of examination / Degree	Year of Completion	Name of the Board / university /examining body	Division / % of Marks/ Grade
1				
2				
3				
4				
5				
6				

12. a) Whether in service or retired at present :
- b) If in service, Nature of Present employment :
- c) If retired, the date of retirement & the post last held :

13. Details of employment and work experience in Chronological order

S No	Organization	Post Held	Duration		Remuneration	Nature of Duties
			From Year	To Year		
1						
2						
3						
4						
5						

14. Additional Information, If any, in support of suitability for the post.

Declaration

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, I am found to have concealed/Distorted any material information, my appointment shall be liable to summarily termination without notice.

Date:

Place:

(Signature of the Candidate)

**Chief Executive Officer
APSDPS, Planning Department**