



# NMSCDCL - Departments and Roles



UDD, NMC, State Departments

Board of Directors

MORUA, SCM, Central Departments, Donor Agencies

Chairman

Chief Executive Officer						
Legal & Comp. Affairs	Administrative & HR	Engineering	Planning & Design	Finance & Accounts	IT/ICT	Public Relation Officer
<p>Business, Agreements/contracts compliance with applicable laws and regulations</p> <p>Litigation support</p> <p>Legal advice on business issues and company strategies</p>	<p>Planning/ coordinating administrative procedures/ systems</p> <p>Office assets procurement/ management</p> <p>Recruiting and training personnel and allocate responsibilities and office space</p> <p>Assessing staff performance</p>	<p>Coordinate with NMC, state departments and stakeholders for inputs and approvals</p> <p>Apprise Board and senior management on the technical aspects of projects under implementation, timelines and cost</p> <p>Review/ monitor all engineering related project components implemented through NMSCDCL</p> <p>Review and monitor work, ensure compliance and issue technical sanction</p>	<p>Review/ monitor all urban planning related project components implemented through NMSCDCL</p> <p>Coordinate with NMC, state departments and stakeholders for inputs and approvals</p> <p>Apprise Board and senior management on the technical aspects of projects under implementation, timelines and cost</p> <p>Review &amp; monitor work ensure compliance &amp; issue technical sanction</p>	<p>Prepare annual budget and manage cash flow</p> <p>Accounting &amp; bookkeeping for all company expenditures</p> <p>Legal/ audit compliance</p> <p>Facilitate PPP and CSR projects</p>	<p>Installation and maintenance of hardware, software, networking and communications infra.</p> <p>Apprise Board and senior management on Press, media and RTI related activities</p> <p>Social media and event management</p> <p>Coordinate with NMC, state departments and stakeholders for data sharing &amp; collaborations</p> <p>Review &amp; monitor work of consultants &amp; issue technical sanction</p>	

Project Management Consultant

Contractors/ PPP & CSR Partners

Additional

Vacant

Staffed

