MANPOWER REQUIREMENT NOTIFICATION (MRN)

UNDER Food and Enterprise Development Division of APUIAML

For Tourism CBDD Projects- PDMC

(Position Ref. No. 1)

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Project Manager |
| **2** | **No. of Position** | One (01) |
| **3** | **Proposed Grade** | Senior Officer / Assistant Manager |
| **4** | **Mode (Consultant/**  **Employee)** | Project Associate |
| **5** | **Academic / Professional Qualifications** | * Graduation/Post graduation in Urban Planning/ Architecture/ Civil Engineering from reputed Institutes * Preference shall be given to candidates from Premier Institutions |
| **6** | **Post qualification**  **experience**  **(Specific**  **requirement)** | **Experience:**   * Minimum 5 years of experience in Projects Implementation, Project Coordination, Project Management, client interactions related to Tourism Projects, Urban Development Projects * At least 4 Years experience in working in/with Government organizations, multi-lateral organisations would be desirable.   **Project Specific Experience:**   * Experience in prepare concept plans/development and managing various Infrastructure projects including tourism projects. * Well understanding with the GoI schemes i.e. SASCI, CBDD, Prasad Scheme, Swadesh Darsan scheme etc., related to Tourism projects * Experience in tourism products development * Familiarity with various tourism policies. * Handled minimum 3 members team in any one project   **Others:**   * Experience in Data Collection / Research / Analysis, Site Due Diligence, Market Assessment * Excellent oral and written communication skills * Strong working knowledge of MS Office–Word, PowerPoint, Excel is mandatory * Report Writing (Concept Notes, Feasibility Reports, Project Reports /DPRs etc.) * Good Preparation of PPTs, Flyers and presentation skills * Knowledge in preparation of Tender, Estimates & reports.   + Able to involve and execute Multiple projects |
| **7** | **Reporting to** | F&ED Head /DH |
| **8** | **Salary / Fee range** | As per Industry Standards |
| **9** | **Other expectations** | * Flexibility in working hours depending on urgency of work / delivery timelines * Flexibility in traveling |
| **10** | **Scope of Work**  **(If taking for more than a project, then write Project wise SoW)** | 1. Projects Management and implementation of tourism projects 2. Support & Co-ordinate with Team/Colleagues for timebound deliverables to clients 3. Co-ordination with Client and ensure to complete the deliverables in time 4. Analyse data requirements, gather accurate and reliable data and analyse/interpret the same 5. Prepare the Concept Notes, Feasibility Reports, Project Reports/ DPRs, project implementation reports etc., required by various clients from time to time. 6. Any other activities assigned |
| **11** | **Core Skills** | Good Communication Skills and Presentation Skills |
| **12** | **Gender specific, if any** | Neutral |
| **13** | **Location** | Vijayawada (Andhra Pradesh) and travel to project site locations as and when required during the project execution |
| **14** | **Any other point, you would like to mention** | It is desirable that the candidates would have prior experience of  working with government. |

**Note: Apply for the above said position through Standard CV Format (available at our website: [www.apurban.com/careers.php](http://www.apurban.com/careers.php)) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)**