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
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| **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
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| **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
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| **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)**