



Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013
Website: www.apurban.com

[MANPOWER REQUIREMENT NOTIFICATION \(MRN\)](#)
UNDER ARCHITECTURE & URBAN DESIGN DIVISION OF APUAML
For Tourism PMU
(Position Ref. No. 3)

S. No.	Particulars	Description
1	Position	Procurement Expert
2	No. of Position	One (01)
3	Proposed Grade	Assistant Manager /Manager
4	Mode (Consultant / Employee)	Project Associate
5	Academic / Professional Qualifications	<ul style="list-style-type: none">• Any degree with MBA in (Finance / Operations / Supply Chain/ Construction Management / Project Management).• Certification in procurement (preferred):Public Procurement / Supply Chain Management / Government e-procurement systems
6	Specific requirement	<ul style="list-style-type: none">• Minimum 5–10 years of relevant experience in procurement• Experience in: Infrastructure / tourism / urban development projects / Government / PSU / large consultancy firms• Strong experience in: Tendering and contract management, Handling EPC / item-rate / consultancy contracts• Familiarity with: e-Procurement platforms (state or central) , GFR (General Financial Rules), AP procurement guidelines, or similar
7	Reporting to	DH – AUD/ Team leader
8	Salary / Fee range	As per Ind Stds
9	Other expectations	<ul style="list-style-type: none">○ Flexibility in working hours depending on urgency of work / delivery timelines.○ Flexibility in traveling
10	Scope of Work (If taking for more	<ul style="list-style-type: none">• Strong knowledge of public procurement systems• Excellent drafting skills for tenders and contracts

	than a project, then write Project wise	<ul style="list-style-type: none"> • Maintaining complete procurement records and audit trails • Ensuring adherence to audit requirements and vigilance norms • Knowledge of legal frameworks in public contracting • Risk identification and mitigation in procurement processes • Financial and commercial acumen • Negotiation and vendor management skills • Understanding of construction and tourism project requirements • Experience in procurement for: Tourism infrastructure (resorts, beaches, museums, theme parks, etc.) , Public amenities and hospitality projects • Exposure to PPP mode projects is an added advantage • Ability to work under tight timelines
11	Core Skills	<ul style="list-style-type: none"> ○ Report writing and preparation of PowerPoint presentations ○ Hands-on experience with MS Word, Excel, and PowerPoint ○ Familiarity with project management tools is an added advantage ○ High level of integrity and transparency
12	Gender specific, if any	Neutral
13	Location	Vijayawada, Andhra Pradesh
14	Any other point, you would like to mention	Prior exposure to government/consulting projects is desirable but not mandatory.

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