

Andhra Pradesh Urban Infrastructure Asset Management Limited

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013 Website: [www.apurban.com](http://www.apurban.com/)

**POSITION NO.4**

HUMAN-RESOURCE REQUIREMENT NOTIFICATION (HRN)

UNDER Swachha Andhra Corporation – Project Management Unit

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Technical Coordinator |
| **2** | **No. of Position** |  Two (02) |
| **3** | **Proposed Grade** | Sr. Officer |
| **4** | **Mode (Consultant /****Employee)** | Full Time - Consultant |
| **5** | **Academic / Professional Qualifications** | B. Planning/ B.Tech/ BBA/ BSc Environmental Sciences/ BSc/ MSc Environmental Sciences/M.sc/M.Tech/MBA |
| **6** | **Post qualification****experience (specific requirement)** | Minimum 4 to 6 years of experience in Project Coordination, management, client interactions, team coordination and having knowledge about Solid and Liquid waste management. Experience in working with Government organizations would be desirable. 1. A good knowledge of prevailing rules and regulations of the Government of Andhra Pradesh and the Panchayat Raj Institutions; Proven ability to liaison effectively with state and district level officers of counterpart and other departments;
2. Experience of working in Govt. Flagships Swachh Bharat Mission/Nirmal Bharat Abhiyan/Total Sanitation Campaign /National Rural Drinking Water Program, will be an added advantage.
3. Excellent oral and written communication skills
4. Strong working knowledge of MS Office is mandatory–report writing/data analysis /Presentation experience.
5. Dissemination of national/state/ULB/district level campaigns regarding various components of SBM Urban & Grameen, including interpersonal communication.
6. Promotion of national level initiatives such as Swachh Survekshan, ODF+/ODF++ / Water plus and Garbage Free certifications etc.
7. Support in empanelment and engagement of various stakeholders for grassroots mobilization and sensitization regarding SBM.
8. Knowledge in preparation of Tender Document and Bid process Management.
 |
| **7** | **Reporting to** | Project Manager/DH |
| **8** | **Salary / Fee range** | As per Industry Standards |
| **9** | **Other expectations** |  Late working depending on urgency of work to be done / meetingdelivery timelines & travelling on need basis |
| **10** | **Scope of Work** **(If taking for more than a project, then write Project wise SoW)** | 1. Gather accurate and reliable data and analyze/interpret the same.
2. Prepare work plan for ULBs and evaluate the implementation of the work plan.
3. Provide technical support to ULBs
4. Provide structures and mechanism regarding implementation of SBM 2.0 in the state of Andhra Pradesh.
 |
| **11** | **Core Skills** |  Good Communication Skills and Knowledge on Municipal Solid Waste Management preferable |

**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)**