

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/)

MANPOWER REQUIREMENT NOTIFICATION (MRN)

UNDER Food and Enterprise Development Division of APUIAML

For Tourism PMU

(Position Ref. No. 3)

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** |  Planner  |
| **2** | **No. of Position** |  One (01)  |
| **3** | **Proposed Grade** | Senior Officer / Assistant Manager |
| **4** | **Mode (Consultant/****Employee)** | Project Associate |
| **5** | **Academic / Professional Qualifications** | * Bachelor / Master in Planning or Equivalent with excellent communication (Writing & Speaking) skills
* Preference shall be given to candidates from Premier Institutions
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| **6** | **Post qualification****experience** **(Specific** **requirement)** | * + Minimum 5 years of experience, work experience in Government Projects /Consulting
	+ Development of master plans, zoning ordinances, and regional policies.
	+ Conducted demographic, economic, and land-use analyses.
	+ Collaboration with municipal governments on urban development projects.
	+ Conducted Data Collection / Research / Analysis, Site Due Diligence, Market Assessment
	+ Report Writing (Concept Notes, Feasibility Reports, Project Reports, DPRs etc.)
	+ Work with the team, Preparation of Flyers, Presentations

**Key Skills:** * + Excellent oral and written communication skills
	+ Strong working knowledge of MS Office – Word, PowerPoint, Excel
	+ Report writing /Presentations
	+ Knowledge of GIS & AutoCAD,
	+ Multi-tasking
	+ Research & Analysis
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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)** | * + Development of master plans, zoning ordinances, and regional policies.
	+ Conduct demographic, economic, and land-use analyses.
	+ Collaboration with various governments clients on urban development projects.
	+ Conduct Data Collection / Research / Analysis, Site Due Diligence, Market Assessment
	+ Report Writing (Concept Notes, Feasibility Reports, Project Reports, DPRs etc.)
	+ Work with the team, Preparation of Flyers, Presentations
	+ Support Team / Colleagues for timebound deliverables
	+ Client Co-ordination
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| **11** | **Core Skills** | * + Report Writing, Presentations
	+ Arc GIS (Advanced);
	+ Q-Gis;
	+ Sketch up;
	+ Auto CADD ;
	+ PTV (Vissim);
	+ Adobe Photoshop, Premiere Pro;
	+ Google earth;
	+ MS-office
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| **12** | **Gender specific, if any** | Neutral |
| **13** | **Location** |  Vijayawada (Andhra Pradesh) |
| **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)**