

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.1**

HUMAN-RESOURCE REQUIREMENT NOTIFICATION (HRN)

For Tourism PMU

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Liaison Officer |
| **2** | **No. of Position** | One (1) |
| **3** | **Proposed Grade** | Officer/Senior Officer |
| **4** | **Mode (Consultant /**  **Employee)** | Full Time – Consultant |
| **5** | **Academic / Professional Qualifications** | * Bachelor’s or Master’s Degree in any discipline |
| **6** | **Post qualification**  **experience (specific requirement)** | * 5+ years of experience in identification, execution, and implementation of various consultancy assignments for Government or Private sector * Experience in prepare concepts, convert business models, prepare proposals in Tourism, culture, livelihood, industrial sectors * Experience in Corporate Network & Strategic Partnerships, Market Linkages * Prepare PPTs for Various concepts, Business Implementation Models and present to the clients i.e. Government or Private sector * At least 1 years’ experience in involvement of consultancy assignments for preparation of proposals/ business models/ projects execution in Government sector clients * Experience in driving public relations, media outreach, and funding strategies is added advantage   **Skills Sets:**   * Preparation of PPT * Presentations * Networking * Excellent oral and written communication skills * Experience in project specific data collection / Research / Analysis, Site Due Diligence * Report Writing (Concept Notes, Feasibility Reports, Detailed Project Reports (DPRs) etc.) * Able to involve and execute Multiple projects |
| **7** | **Reporting to** | FH/DH |
| **8** | **Salary / Fee range** | As per Industry Standards |
| **9** | **Other expectations** | Late working depending on urgency of work to be done / meeting  delivery timelines & travelling on need basis |
| **10** | **Scope of Work**  **(If taking for more than a project, then write Project wise SoW)** | * Build and maintain strong working relationships with stakeholders, clients, partners, or governmental agencies. * Act as the representative in meetings, negotiations, or public events. * Foster trust and transparency among all involved clients * Communicate regularly with clients and other stakeholders to provide updates on design implementation progress. * Liaison with all stakeholders, organizations, or departments involved in awarded projects * Ensure information flows effectively, avoiding misunderstandings or delays. * Relay concerns, feedback, or updates between involved parties. * Any other project activities assigned by APUIAML |
| **11** | **Core Skills** | * Ability to convey complex information clearly, whether in reports, emails, or face-to-face conversations. * Understanding and addressing stakeholder concerns effectively. * Handling discussions diplomatically to align different parties toward a common goal. * Establishing trust and fostering long-term connections with stakeholders, clients, and team members. * Working effectively with teams across different functions or disciplines. * Adjusting roles or methods in dynamic or challenging environments. |
| **12** | **Gender specific, if any** | Neutral |
| **13** | **Location** | Vijayawada or any other site locations with in Andhra Pradesh/India |
| **14** | **Any other point, you would like to mention** | It is desirable that the candidates would have prior experience of  working with government. Preferably resident of Andhra Pradesh.  Telugu Language is desirable. |