



MANPOWER REQUIREMENT NOTIFICATION (MRN)

UNDER Food and Enterprise Development Division of APUIAML

For Tourism CBDD Projects- PDMC

S. No.	Particulars	Description
1	Position	Project Manager
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">Graduation/Post graduation in Urban Planning/ Architecture/ Civil Engineering from reputed Institutes
6	Post qualification experience (Specific requirement)	<p>Experience:</p> <ul style="list-style-type: none">Minimum 5 years of experience in Projects Implementation, Project Coordination, Project Management, client interactions related to Tourism Projects, Urban Development ProjectsAt least 4 Years experience in working in/with Government organizations, multi-lateral organisations would be desirable. <p>Project Specific Experience:</p> <ul style="list-style-type: none">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 projectsExperience in tourism products developmentFamiliarity with various tourism policies.Handled minimum 3 members team in any one project <p>Others:</p> <ul style="list-style-type: none">Experience in Data Collection / Research / Analysis, Site Due Diligence, Market AssessmentExcellent oral and written communication skillsStrong working knowledge of MS Office—Word, PowerPoint, Excel is mandatoryReport Writing (Concept Notes, Feasibility Reports, Project Reports /DPRs etc.)Good Preparation of PPTs, Flyers and presentation skillsKnowledge in preparation of Tender, Estimates & reports.<ul style="list-style-type: none"> Able to involve and execute Multiple projects
7	Reporting to	AUD Head /DH
8	Salary / Fee range	Ind Stds
9	Other expectations	<ul style="list-style-type: none">Flexibility in working hours depending on urgency of work / delivery timelinesFlexibility in traveling
10	Scope of Work (If taking for more than a project, then write Project wise SoW)	<ol style="list-style-type: none">Projects Management and implementation of tourism projectsSupport & Co-ordinate with Team/Colleagues for timebound deliverables to clientsCo-ordination with Client and ensure to complete the deliverables in timeAnalyse 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) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)