



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

**POSITION NO.2**

**HUMAN-RESOURCE REQUIREMENT NOTIFICATION (HRN)**

**For ANDHRA PRADESH BACKWARD CLASSES COOPERATIVE FINANCE CORPORATION LIMITED (PMU)**

| S. No. | Particulars  | Description  |
|--------|--|--|
| 1      | Position   | Supply Chain & Bid Management Specialist   |
| 2      | No. of Position  | One (1)  |
| 3      | Proposed Grade   | Asst Manager / Manager   |
| 4      | Mode (Consultant / Employee)   | Project Associate  |
| 5      | Academic / Professional Qualifications   | o Bachelor's or Master's Degree in any discipline  |
| 6      | Post qualification experience (Specific requirement)                           | <ul style="list-style-type: none"> <li>o 6 + years of experience in execution of various Government related Projects in Andhra Pradesh State</li> <li>o At least 3 years' experience in Preparation of Tenders/RFPs, Procurement, bid process management for state Government Projects</li> <li>o Good Understanding BC Community Requirements to become Self-Sustain</li> <li>o Good understanding of MSME Artisan Clusters, Industrial Clusters, Value chain analysis and gap assessment</li> </ul> <b>Skills Sets Required:</b> <ul style="list-style-type: none"> <li>o Preparation of PPTs</li> <li>o Report Preparations - Progress Reports, Feasibility Reports, DPRs</li> <li>o Excellent oral and written communication skills</li> <li>o Able to involve and execute Multiple Projects</li> </ul>  |
| 7      | Reporting to   | Domain Head - Industries & Energy  |
| 8      | Salary / Fee range   | As per Ind Stds  |
| 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) | <ul style="list-style-type: none"> <li>o Prepare the Tenders, RFPs required for implementation of Various Projects</li> <li>o Knowledge of Bid Process Management</li> <li>o Assist the Senior Officers for effective Implementation of Schemes</li> <li>o Coordinate with the District Officials, Beneficiaries during the identification of beneficiaries, implementation of Projects, impact after implementation of project with respect to Social, economic, Project Progress etc.,</li> <li>o Liaison with all stakeholders, organizations, or departments involved in awarded projects</li> <li>o Act as the representative in meetings, negotiations, or public events if required.</li> <li>o Prepare Progress Reports of the project and submitted to Client an senior management</li> <li>o Communicate regularly with clients and other stakeholders related to project to provide updates on implementation.</li> <li>o Any other project activities assigned by APUIAML</li> </ul> |

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| <b>11</b> | <b>Core Skills</b>                                | <ul style="list-style-type: none"> <li>○ Ability to convey complex information clearly, whether in reports, emails, or face-to-face conversations.</li> <li>○ Understanding and addressing stakeholder concerns effectively.</li> <li>○ Handling discussions diplomatically to align different parties toward a common goal.</li> <li>○ Establishing trust and fostering long-term connections with stakeholders, clients, and team members.</li> <li>○ Working effectively with teams across different functions or disciplines.</li> <li>○ Adjusting roles or methods in dynamic or challenging environments.</li> </ul> |
| <b>12</b> | <b>Gender specific, if any</b>                    | Neutral  |
| <b>13</b> | <b>Location</b>                                   | Vijayawada or any other site locations with in Andhra Pradesh/India  |
| <b>14</b> | <b>Any other point, you would like to mention</b> | It is desirable that the candidates would have prior experience of working with government. Preferably resident of Andhra Pradesh. Telugu Language is desirable.   |

**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](mailto:jobs@apurban.in) (properly mention position name in subject line)**