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

MANPOWER REQUIREMENT NOTIFICATION (MRN)

UNDER Architecture & Urban Design Domain of APUIAML

For Tourism PMU

(Position Ref. No. 1)

S. No.	Particulars	Description
1	**Position**	Tourism/Planning Expert
2	**No. of Position**	Two (2)
3	**Proposed Grade**	Asst Manager
4	**Mode (Consultant / Employee)**	Full Time – Project Associate
5	**Academic / Professional Qualifications**	• Bachelor's or Master's Degree in any Architecture/Planning/MBA
6	**Post qualification experience (specific requirement)**	• At least **5 years** of experience in project identification, planning, appraisal or implementation support for government or private-sector clients. • At least **2 years** of experience in consultancy assignments for government clients involving preparation of proposals or business models, or support for project implementation. • Experience in developing project concepts, preparing proposals and assessing implementation options in tourism, hospitality, culture, livelihoods, industry or related infrastructure sectors. • Experience in site due diligence, stakeholder consultation, market assessment or strategic partnerships is desirable.
7	**Reporting to**	DH – AUD
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)**	• Support the identification and appraisal of tourism projects through site visits, data collection, site due diligence and assessment of tourism demand and comparable projects. • Prepare draft concept notes, project profiles, feasibility inputs and presentations. Support the preparation and review of Detailed Project Reports (DPRs).. • Compile project costs, revenue assumptions and market inputs for financial appraisal and evaluation of PPP and other implementation models. • Assist in drafting Expressions of Interest (EoIs), Requests for Proposals (RFPs), tender schedules and responses to pre-bid queries. Support proposal evaluation and preparation of related records. • Prepare draft official correspondence, meeting minutes, agenda notes and presentations for departmental reviews and approvals, including SIPC and SIPB submissions where applicable. • Maintain project trackers covering milestones, approvals, pending issues and action points. Follow up with APTDC, district authorities, consultants and other stakeholders on assigned matters.

		• Undertake other Tourism PMU assignments entrusted by APUIAML.
11	**Core Skills**	Research and analysis, report writing, proficiency in Word, Excel and PowerPoint, clear oral and written communication, stakeholder coordination and ability to manage concurrent assignments.
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 tomention**	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) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)