

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/)

HUMAN-RESOURCE REQUIREMENT NOTIFICATION (HRN)

UNDER Public Private Partnership (PPP) Division of APUIAML

(Position Ref. No. 1)

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Assistant Manager (PPP Cell) |
| **2** | **No. of Position** | Two (02) |
| **3** | **Proposed Grade** | Assistant Manager |
| **4** | **Mode (Consultant /**  **Employee)** | Consultant |
| **5** | **Academic / Professional Qualifications** | * Planning / Engineering / Architecture/ MBA / Equivalent with excellent communication (Writing & Speaking) skills * Preference shall be given to candidates from Premier Institutions |
| **6** | **Post qualification**  **experience**  **(Specific**  **requirement)** | * Minimum 3 to 6 years of experience, preferably with atleast one (1) year in Government Consulting * **Key Roles:**    + Data Collection / Research / Analysis, Site Due Diligence, Market Assessment   + Report Writing (Concept Notes, Feasibility Reports, Project Reports, DPRs etc.)   + Co-ordination with Consultants, Preparation of Flyers, Presentations * **Key Skills:**    + Excellent oral and written communication skills   + Knowledge of GIS & Autocad, Photoshop - (Preferred)   + Strong working knowledge of MS Office – Word, PowerPoint, Excel   + Report writing /Presentations   + Multi-tasking   + Research & Analysis |
| **7** | **Reporting to** | PPP- 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 |
| **10** | **Scope of Work**  **(If taking for more than a project, then write Project wise SoW)** | * Support Team / Colleagues for timebound deliverables * Client Co-ordination * Analyse data requirements, gather accurate and reliable data and analyze/interpret the same |
| **11** | **Core Skills** | * Good Communication Skills -writing & speaking * Knowledge of GIS & Autocad, Photoshop (Preferable) |
| **12** | **Gender specific, if any** | Neutral |
| **13** | **Location** | Vijayawada (Andhra Pradesh) |

**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)**