



Sl No	Designation	Min Qualification and Experience	Age	Location	Type of Employment	Report To
1.	Assistant Manager- Project Implementation	BE, MBA with min 5 years of work experience and having good presentation skills.	Below 35 Yrs	Guwahati	Permanent	Project Director

#### **Roles and Responsibilities:**

1. Preparing Approval Notes, Progress Reports, and presentations for Board Meetings of Assam Cancer Care Foundation (ACCF) chaired by Hon'ble CM, Assam
2. Coordinating with Project Managers of all ACCF / and other Cancer centres of the PAN India wing for Cancer Programme regarding Infra progress and preparing MIS and presentations for Infra Progress review by CEO, Tata Trusts
3. Tracking the Change Orders (these include items which are not covered under Work Order) of all the sites under ACCF and coordinating with Project Management Consultant (PMC) and ACCF Central Infra Team for quick resolution of the same
4. Preparing Approval notes and other ancillary documents for Managing Committee
5. Coordinating with External Vendors and Project Managers of ACCF construction sites, for preparing documents for Site Steering Committee, chaired by Finance Controller, ACCF
6. Coordinating with ACCF Central Infra Team, Procurement team and Legal team for various contract related issues
7. Preparing Quarterly Progress Reports of ACCF Infrastructure Projects
8. Preparing proposals and pitch deck, for tapping CSR funds

**Last date for application is 16<sup>th</sup> April 2023 up to 6.00 PM (Indian Standard Time).**