

TOR for the Post of 'Project Support Engineer'

Educational Qualification:

- Civil/ Mechanical Engineering Graduate from a recognized Institute

Experience:

- Minimum 3 years of experience of Project Management and good knowledge in project execution.
- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.

Competencies Required:

- Strong Project Delivery, project monitoring & implementation skills.
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Support Staff will be under the overall command of the management of AIWTDS, and he/she will be assigned to work with "General Consultant". The Support Staff will be required to provide assistance in the following areas:

- a. Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- b. Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- c. Systematize project documentation;
- d. Work with the relevant officials on arrangement of workshops/meetings materials;
- e. Assist in preparation of evaluation reports.
- f. Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation from project sites/ relevant offices.

Any other official responsibilities as assigned by the AIWTDS management.

Integrity: Unblemished during past service.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience, and competency of the candidate or 30% hike on the existing remuneration whichever is less.

Period of Service:

The contract shall be initially for a period of mini 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the AIWTD Society.
