

Position	Executive- Projects (CPCT PMU)
Number of Vacancies	1
Department	MAP_IT, Dept of Science &Technology, Govt. of M.P.
Reports To	Principal Consultant- Project Management
Location	Bhopal, M.P.
Tenure	2 years (extendable)
Nature of Engagement	Contractual
Education & Experience	<p>Essential Criteria Qualification: Graduation in any discipline CPCT Qualified (Qualified in MCQ & Hindi Typing is mandatory)</p> <p>Experience: Minimum 2 years of experience in Correspondence, Letter drafting (Hindi/English), Record Keeping & Project Coordination of IT/e-governance/other projects. Working knowledge of MS-Office & Internet is must.</p> <p>Desirable Criteria Experience of working with a government set up. Degree in Computers/IT.</p>
Job Objective	The objective of this job is to coordinate & manage Project related works for PMU of CPCT examinations in the state.
Primary responsibilities	<ol style="list-style-type: none"> 1. Assist in operations and monitoring of project in the state & coordination with stakeholders. 2. Coordinates records management activities with departmental staff to ensure effective and efficient maintenance of records. 3. Effective written, verbal communication and typing skills. 4. Compile and analyze data, prepare reports and make recommendations. 5. Day to day coordination with department's officials; may involve field visits to ensure coordination and effective monitoring of project implementation. 6. Organize various activities in terms of periodic data collection, consolidation and reporting. 7. Assist in disposal of departmental queries, call center related activities and project related documentations and communications. 8. All other project related work.