

<b>“Project Management &amp; Procurement Officer (CITIIS)” – Ujjain Smart City Limited</b>	
<b>Position</b>	<b>Project Management &amp; Procurement Officer</b>
Department	CITIIS, USCL
Report To	Project In Charge, CITIIS
Number of Vacancies	01
Minimum Education Qualification	<p><b>Qualification:</b> Bachelor’s in Civil Engineering and Post-Graduation Diploma/ Diploma in Project Management</p> <p><b>Experience:</b> Minimum 05 years of experience in Project Management &amp; Procurement Process.</p> <p><b>Must:</b> 03 years of relevant experience in Project &amp; Contract Management</p> <p><b>Must:</b> 1 year of experience in working on the projects funded by International Agencies</p>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Proven experience in project management or relevant position</li> <li>• Worked on multi projects environment, at key role of driving technical evaluations and commercial closures.</li> <li>• Ability to work with diversity and multi-disciplinary teams.</li> <li>• Excellent time-management and organizational skills, verbal, and written communication skills</li> <li>• Project Planning, coordination, and scheduling of project</li> <li>• Preparing Procurement strategy to have quick and smooth process with respect to Consultant, Vendor and OEM evaluation and selecting right stake holders to ensure smooth execution of project.</li> <li>• Should be well versed with bid process management &amp; contract management.</li> <li>• Experience of preparation of RFP/BOQ/Bid-Document</li> <li>• Construction management processes to review project health with respect to design implementation, cost management, risk analysis and management which enable seamless delivery of Project.</li> <li>• Detailed review of design with respect to adaptation of modern technology, cost effective solutions and user-friendly approach.</li> <li>• Compile information and prepare technical reports.</li> <li>• Self-motivated and able to make decisions on priorities working with administration.</li> <li>• Assist the CITIIS team in planning and designing various project as directed by USCL.</li> <li>• Any other duties as required for enrichment of role, may be included, or assigned by immediate manager as deliverable KRA to this position.</li> <li>• Must perform variety of duties related to coordination &amp; planning for various project as identified and directed by USCL/Immediate Manager.</li> </ul>
Skills	<p>Must possess excellent skills of communication skills.</p> <p>Must have technical skills (MS Office, MS Projects, AutoCAD etc).</p>
Maximum proposed Salary	60,000/- per month

<b>“Environmental and Social Nodal Officer (CITIIS)” – Ujjain Smart City Limited</b>	
<b>Position</b>	<b>Environmental and Social Nodal Officer</b>
Department	CITIIS, USCL
Report To	Project In Charge, CITIIS
Number of Vacancies	01
Minimum Education Qualification	<p><b>Qualification:</b> Post Graduate in Planning / Social Sciences from a recognized University</p> <p><b>Experience:</b> Minimum 3 years of practical / Project experience in the field of Environment and Social Assessment in Projects and programmes.</p> <p><b>Must:</b> 1 year of experience in working on the projects funded by International Agencies</p>
Roles & Responsibilities	<ul style="list-style-type: none"> <li>• Carry a screening of identified sub projects for environmental and social (E&amp;S) risks including gender risks using the checklists given by the NIUA CITIIS- Program Management Unit's (PMU) mentors/experts/E&amp;S Safeguard Specialist; and based on requirements given by Ministry of Housing and Urban Affairs (MoHUA) and Govt of India (GoI). In addition to this ensure that the checklist is uploaded on the CITIIS management platform (CMP) as per specified timelines.</li> <li>• E&amp;S classification of proposed sub projects into A, B &amp; categories and ensure that it is uploaded on the CMP for review and approval by the PMU.</li> <li>• Identify scope of impact assessment and prepare Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Resettlement Action Plan (RAP) and Gender Action Plan (GAP) as per requirements of national/state/local legislations and relevant international practices and special assistance to be given for compensation and assistance to vulnerable groups.</li> <li>• With guidance from the PMU carryout engagement of stakeholders and report the same in CMP.</li> <li>• Establish and maintain Grievance Redressal Committee (GRC) at the city level.</li> <li>• Obtaining approvals from PMU and required clearances from state govt/local govt/ any other as necessary prior to launch of procurement process for works and contracts. Ensure that approved ESIA/ESMP and RAP annexed to the procurement process and awarded contract documents to the contractor.</li> <li>• Ensure Implementation of RAP prior to the initiation of civil works, with special consideration given for compensation and assistance to vulnerable groups. Also ensure Implementation of ESMP and GAP during the project cycle, Implementation of GAP during project cycle.</li> <li>• Update information continuously and as required on the PAP's, local community and other stakeholders on the construction works, E&amp;S impacts and implementation of the mitigation measures; and maintaining Grievance Redressal Mechanism and Committee (GRC).</li> <li>• Attend E&amp;S Safeguard Training and workshops conducted by CITIIS PMU.</li> <li>• Any other duties as required for enrichment of role, may be included, or assigned by immediate manager as deliverable KRA to this position.</li> <li>• Must perform variety of duties related to coordination&amp;planning for</li> </ul>

	carious project as identified and directed by USCL/Immediate Manager.
Skills	<ul style="list-style-type: none"> <li>• Demonstrate thorough understanding of E&amp;S context in the country/state/city and experience working with government departments with respect to environment and social impact assessments and development of management plans.</li> <li>• Working knowledge of E&amp;S Safeguard instruments and policies of international funding organizations such as the World Bank and the Asian Development Bank.</li> <li>• Familiarity with tools and methodologies for E&amp;S risk assessment in the context of project formulation, implementation, and monitoring.</li> <li>• Strong communication skills and ability to liaise with various stakeholders and ability to conduct stakeholder consultations</li> </ul>
Maximum proposed Salary	50,000/- per month

**Interested candidates kindly share their updated cv to [rashi.gupta@primeoneindia.com](mailto:rashi.gupta@primeoneindia.com) or contact on 9669201382**