

<p>Position: Project Management Analyst – Monitoring and Evaluation officer Position Code: PA-01</p>	
<p>No. of Position: 01[One]</p>	
<p>Scale of Pay: The consolidated fee shall be fixed between Rs.60,000 to Rs.2,10,000/- Lump Sum per month depending on the experience and qualifications.</p>	
<p>Job Summary: The Project Management Analyst plays a crucial role in supporting the Project Management Unit in planning, executing, and monitoring projects to ensure they are completed on time, within scope, and within budget. This role involves gathering and analyzing data, creating reports, and providing insights that help optimize project performance and raising alerts to timely action and course correction. The Analyst collaborates closely with project managers and other team members to facilitate effective mission delivery.</p>	
<p>Tenure: The appointment shall be under ‘Contract for Service’ initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till June’2024. Renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ Data Analysis: Collect, analyze, and interpret project data to identify trends, variances, and areas requiring attention. Utilize tools and software to maintain accurate project records and performance metrics. ▪ Reporting: Prepare regular status reports, dashboards, and presentations for all stakeholders, highlighting key performance indicators, project milestones, risks, and issues. ▪ Resource Allocation: Assist in resource allocation and tracking, including managing schedules, coordinating team meetings, and ensuring resource availability to meet project requirements. ▪ Risk Management: Collaborate with the project managers and other staff to identify project risks, assess their impact, and develop mitigation strategies. Monitor and report on the status of risk mitigation actions. ▪ Budget Tracking: Assist in monitoring project budgets, tracking expenses, and ensuring cost control. Report on budget variances and recommend corrective actions as needed. ▪ Documentation: Maintain project documentation, including project plans, schedules, meeting minutes, and other relevant materials. Ensure documents are organized, version-controlled, and easily accessible. ▪ Communication: Facilitate effective communication within the project team and with stakeholders. 	<p>Eligibility:</p> <p>Essential Qualification: Bachelor's degree (preferably biotechnology) with Master's degree in business administration, project management, or a related field.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Strong analytical skills with the ability to gather, analyze, and present data effectively. • Proficiency in project management software and tools (e.g., Microsoft Project, Trello, Jira). • Excellent oral and written communication and interpersonal skills. • Detail-oriented with strong organizational skills. • Ability to work independently and as part of a team. • Knowledge of project management principles and methodologies (e.g., Agile, Waterfall) or PMI certification is preferable. <p>Experience: Minimum 2 years of experience in project management or as a project coordinator.</p> <p>Age Limit: Not more than 30 years as on the date of closing of applications.</p>

<p>Coordinate meetings, distribute meeting agendas, and capture meeting minutes.</p> <ul style="list-style-type: none">▪ Issue Resolution: Identify and escalate project issues to the project manager, providing recommended solutions and helping to drive issue resolution.▪ Continuous Improvement: Actively seek opportunities for process improvement and share best practices within the project management team.▪ Monitor EHSS compliance for all the grantees	
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