

Urban Development Directorate (UDD), Government of Uttarakhand

Job description for the post of Program Manager (For Directorate Level)

S. No.	Job Title	Details
1.	Name of Position	Program Manager (For Directorate Level)
2.	Number of Position	01
3.	Recruitment Process	Purely Contractual Engagement
4.	Age Limit	Below 50 years as on the date of advertisement
5.	Period of Contract	01 year (with option of performance linked-extension)
6.	Remuneration	Up to ₹ 02,00,000 (Per Month)
7.	Educational Qualification	Essential: MBA with specialisation in Urban Management/Marketing/Project Management OR MBA with relevant subjects in these domains OR Post Graduate Degree in Public Administration/Public Policy from a recognized University/Institution in India.
8.	Experience	<p>Essential:</p> <ol style="list-style-type: none"> 1. Must have 10 years of post-qualification working experience in handling Government Projects at State/National Level. 2. Minimum 05 years of working experience is must in handling key Urban projects at State Government Level or implementation of other large-scale projects of State Government Departments at State Level. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Thorough knowledge of ULBs functioning & well versed with Uttarakhand State Demography. 2. Thorough knowledge of handling Swachh Survekshan, MIS, IEC, Capacity Building and Event Management related works is an add-on. 3. Preference will be given to residents of Uttarakhand.
9.	Job Description	<ul style="list-style-type: none"> • Assist the Office of Director, Urban Development Directorate in project formulation & monitoring. • Assist ULBs in various urban projects specially Swachh Survekshan, formulating IEC & extensive capacity building Plans. • Assist in effective monitoring & evaluation of on-going Urban projects & give technical inputs in various departmental activities. • Co-ordinate with National/State/District level stakeholders for smooth functioning of Projects. • Assist Directorate in conducting large scale events. • Assist in branding of Urban Projects at higher levels. • Assist in formulating innovative strategies for the success of Urban Projects. • Assist in carrying study on Best Practices of Urban projects and showcase them at various platforms. • Extensive traveling in hilly/plain district ULBs of Uttarakhand for effective on-ground monitoring of projects. • Assist Directorate in preparing RFP/EOI/GeM bidding documents as and when required.



Instructions, Terms & Conditions:

1. Interested candidates are required to fill the attached application form and submit:
 - Updated CV / Resume
 - Self-attested copies of educational and experience certificates
2. No TA/DA will be paid for attending the interview.
3. Actual remuneration per month including all fringe benefits for this position shall be decided as per the relevant qualification and experience, attendance and TDS deduction as per IT Rules.
4. Leave, TA/DA and discipline rules shall be followed as per UDD guidelines made for consultants.
5. Director, Urban Development Directorate, Dehradun, Uttarakhand reserves the right to terminate the services without assigning any reason and may revise the remuneration based on performance at any point of time.
6. Urban Development Directorate, Dehradun, Uttarakhand reserves the right to accept or reject any application without assigning any reason.



Director

Urban Development Directorate, Uttarakhand