



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT016/2023

Job Title

Project Administrator

Job Reference Number

50388009

Application End Date

14.02.2023

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: An air pollution intervention tool for India

About the project: PAVITRA-Air pollution management and intervention tool for India is a project to develop a new platform (SMoG InMAP India) to radically broaden access to robust air pollution intervention modeling in India.

Essential Qualifications & Experience:

PhD in relevant field with 1year project management experience

OR

MTech/ME/MDes or equivalent degree with minimum 4 years relevant experience

OR

BTech/BE/MA/MSc/MCA/MBA or equivalent degree with 6 years relevant experience

Desirable:

1. Progressively responsible work experience in environment, climate change, development policy or project/programme management.
2. Proven analytical skills and ability to conceptualize and write concisely and clearly.

Job Profile:

1. Project Management:

Financial, procurement, travel, manpower hiring and other management functions.

Coordinate & facilitate project meetings, make minutes, track action items and coordinate implementation across national and international partners.

Independently handle correspondence with supporting US Foundation and all participant institutes.

Plan and organise dissemination workshops, stakeholder meetings/events.

2. Documentation & reporting:

Preparation of technical reports with collation of materials from national and international partners.

Independently prepare high quality presentation material, collating technical information from research staff.

Coordination with partner institutes, liaison with external services, preparation of research and policy briefs.

3. Any other responsibility assigned by Principal Investigators.

Pay Details:

Level PR-O2: Consolidated Salary of Rs 73200 + 24% HRA (If applicable)p.m.

General information:

The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses.

For any queries/clarification please contact: recruit@ircc.iitb.ac.in