**JOB DESCRIPTION**

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| **JOB CODE** | **063** |
| **Designation** | **Project Assistant (1 Post)** |
| **Location** (place of posting) | **Mumbai** |
| **Tenure** | **On Contract** |
| **Remuneration** (Consolidated) | **35,000** |

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| **I. Reporting Relationships:** |
| 1. Designation(s) of person(s) the role reports to: Administrative Officer, Assistant Director – Administration
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| 1. Designation(s) of person(s) who report to the role holder (Employees directly or indirectly supervised):
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| **II. Contacts / Needs to interact with:** |
| 1. Internal contacts (Roles and the Departments within the museum, the job holder is required to regularly interface with): DG’s Office, Administration, Accounts, Curatorial Department, Education Department and Conservation Department
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| 1. External contacts (Government / agencies/ visitors etc., the job holder is required to regularly interface with): Local Authorities, Government Departments
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| **III. Qualification / Competency requirements, in addition to experience, that will enable the role holder to be more effective, even when it’s not mandatory:** |
| 1. **Educational Qualifications:**
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| (a. i)Essential: Any graduates from recognised university |
|  ii) Desirable: Computer literacy, Administration, Project supervision |
| 1. **Attributes / Skills / Competencies Required(E.g.: Communication skills, written / spoken English /foreign language proficiency, analytical skills)**
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| 1. Communication skills, drafting skills, people management.
2. Should be able to discharge responsibilities independently, work within time schedule
3. Able to speak, read and write English, Marathi and Hindi.
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| **IV. Experience:** |
| 1. **Total relevant Experience, in years:**
 | 8 years |
| 1. **Areas of experience:**
 | General Administration with reputed organisations / educational institutions / NGO’s |

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| **V. Job Responsibilities:** |
| 1. **Job Objective / Summary:**
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| * To assist in smooth functioning of projects.
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| 1. **Key duties & responsibilities / Major Results To Be Accomplished: (E.g.: No. of visitors to be in touch with in a day / no. of employees to be supervised / funds to be collected /visitors satisfaction levels to be ensured; if applicable)**
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| 1. Co-ordinate with Project Consultant and Contractor.
2. Facilitate to carry out repairs, maintenance and restoration work.
3. Preparing project report analysis and report to senior authority.
4. Expenditure forecasting.
5. Co-ordinating tender process, preparation of work order / purchase order.
6. Ensure safety and security at operation site.
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| Interested candidates may send only CV on or before 6th August 2019 to Assistant Director (Admin)**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161, Mahatma Gandhi Road, Mumbai – 400023.Super subscribe the envelope with the post applied for with the Job Code No. Or email on recruitmentcsmvs@gmail.com mentioning the Job code and Post in the subject line. If job code and post not mention in subject line the application will not be considered for further recruitment process.The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same. |