

**GOVERNMENT OF ANDHRA PRADESH**  
**Information Technology, Electronics & Communications Department**  
**Programme Management Office (PMO)**

Post Code	Job Description	Key Competencies, Experience & Qualifications
646	<p><b>Manager/Consultant: Administration</b></p> <p><u>Role Description</u></p> <p>As Manager- Administration of the Program Management Office (PMO), the major responsibility will be to take care of administration functions of the three societies. This includes from planning for space for the offices, provide the requirements of office furniture &amp; equipment, take care of house-keeping, transportation, security services and other logistics arrangements as described below in detail. These are indicative and more responsibilities may be added or modified from time to time.</p> <p><u>Operational:</u></p> <ul style="list-style-type: none"> <li>• Work with the heads of the three societies to understand the needs and prepare the plan – for space, location, area requirement, furniture, office equipment and services.</li> <li>• Liaise with relevant agencies inside and outside to get the relevant services – like house-keeping, reprographic, travel and car rental, courier, security services etc.</li> <li>• Ensure engagement of employees of the three societies to keep them motivated and get their best, by providing a congenial environment for working peacefully.</li> <li>• Deal with adherence to policies and procedures, discipline issues and other operational aspects, as needed.</li> <li>• Coordinate with other relevant departments and staff to get decisions implemented.</li> <li>• Optimize the use of services across the three societies to get the benefit of cross leveraging.</li> <li>• Escalate issues to the Head, PMO, in advance, to find appropriate solutions.</li> <li>• Coordinate with other agencies for various activities related to admin function</li> <li>• Performance management of self against the set goals, identification of any training needs and providing superior performance</li> </ul> <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organisation</p>	<ul style="list-style-type: none"> <li>• Any Master degree</li> <li>• Experience as an administrative manager</li> <li>• Relevant experience of around 8 -10 years, with sound knowledge in government functioning; planning, organizing, liaising skills; Good negotiation skills, and eye for details</li> <li>• Ability to interface with stakeholders and good communication skills.</li> <li>• Age not more than 40 years</li> </ul>