

**Position 4- Consultant (Project Documentation)**

**CTC Range: INR 8-10 Lacs Indicative**

**Job Location-** Guwahati, Assam

**Duration:** 12 months

**Profile**

*MBA with Bachelors or Master's degree in any discipline from sciences and engineering from premier/ recognized institution 2. Practical / hands-on experience in project documentation roles in IT projects of at least 3 years 3. Proven ability to create excellent written content (which must be technically accurate, grammatically correct and logically flowing (structured) 4.Strong communication skills including written and oral presentation skills.*

**Roles & Responsibilities**

- (i) Control all aspects of project documentation on project utilizing various control methods/systems.*
- (ii) Plan, develop, organize, write and edit operational procedures and manuals, Journal articles and other supporting documents to communicate complex and technical information more easily*
- (iii) Maintain a comprehensive library of technical terminology and documentation*
- (iv) Research & analysis– comprehensive reaching, analysing and summarizing of Project related information*
- (v) Preparation of agenda, communication, governance reports, project status reports, presentations, minutes of meeting and action taken reports.*
- (vi) Deliver documentation on time and with the highest quality attainable within the parameters of the project adhering to all processes, standards, and templates*

*Please CVs to be mailed to [vineet.bhardwaj@nisg.org](mailto:vineet.bhardwaj@nisg.org)*

*Last date of receiving applications 20th July 17.*