

Assistant Manager Monitoring

Job Summary	Primary job responsibility will be to assist Project Managers in the monitoring of the funded projects and help them in day-to-day activities by providing variance analysis, technical progress reports, visit reports, etc.
Job Responsibilities	• To assist project managers in carrying out monitoring of funded projects. • To follow up on funded projects ensuring timely submission of progress reports and adherence to project timetables. • To follow up with Principal Investigators/Project Directors for effective and progressive monitoring of all funded projects, with a view to strengthen the performance of these projects. • To generate monitoring reports on the progress of funded projects. • To communicate with Principal Investigators/Project Directors on all matters of the funded projects. • To provide all essential technical/financial information about funded projects to other departments of the organization. • Conduct onsite monitoring of funded projects. • Any other task assigned by management from time to time.
Qualification & Experience:	• Should have at least 3-5 years of progressive post-qualification work experience in a similar position or equivalent in a dynamic organization. • Should have Bachelor's degree in Telecom/Electronics/Electrical/ Computer Systems Engineering or Computer Sciences, Information Technology, Engineering Management, or equivalent. • Candidates having an additional degree in business administration or project management would be given a preference.
Reports To:	Manager Monitoring
Remuneration/ Benefits:	Contract basis, market competitive salary, medical and other facilities.