

Annexure I

Skill sets and Job Profiles for various positions advertised under the project “Capacity Building for Human Resource Development in Unmanned Aircraft System (Drone and related Technology)” sponsored by Ministry of Electronics and Information Technology, Go

Skill Sets expected for Positions

Project Manager	Project Officer
<ul style="list-style-type: none"> • Strong knowledge and proven expertise in Electronics/ Embedded Systems / System Software / UAV Development or related areas • Candidate should have overall knowledge and understanding about UAV technologies • Expertise in coordinating and managing professional training programs for industry/officials/faculties, etc., • Excellent skills in development of technical content • Demonstrable Evidence of UAV related publications • Expertise in conducting/coordinating short term duration programs, conducting workshops/conferences, etc., • Excellent skills and proven expertise in handling large multcentred teams and capability to coordinate with multiple agencies, teams and members • Knowledge in assessment / certification mechanisms, NSQF certification process, financial and manpower management • Exposure in setting up of labs and purchase process of Government organizations • Adequate exposure to research centres or centres of excellence in advanced technologies • Excellent verbal and interpersonal communication skills • Ability to work independently within allocated resources to execute time-based tasks/assignments, self-starter & disciplined • Ability to work in a distributed / remote team environment and exposure to online collaborative tools. • High degree of initiative and ability to work independently as well as with team 	<ul style="list-style-type: none"> • Working experience in Handling Project Accounts • Expert knowledge in accounts • Working experience in MS-Office, ERP System (Tally etc.) • Working experience in Statutory matters (TDS return, PF, P Tax, GST)

Job profile for Positions

Project Manager	Project Officer
<ul style="list-style-type: none"> • Define and manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices • To achieve the overall Roles and Responsibilities of the Project through timely implementation assigned activities. • Collaboration and joint projects of competency building in association with institutions of higher learning • Coordinating with centres in achieving the envisaged Outcomes/ Deliverables of the project • Co-ordinate in designing and implementation of guidelines/action steps/protocols concerning academic activities and financial aspects • To Monitor, Support and ensure that all components envisaged as part of the initiative is implemented as per the norms and guidelines • Act as a direct interface with various Government, private/public stakeholders for efficient implementation of projects/schemes and other activities. • Requirement gathering, analysis and design of various activities assigned • Take a lead in implementation of the Project in a systematic manner. Establish a structured monitoring framework which assess and monitor overall progress of the Project/Scheme on a regular basis • Managing interdependencies and coordination across projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated. • Performing strategic analysis for projects and managing all phases of the project to ensure on - time completion • Promote empowerment of the team, ensure that each team member is fully engaged in the project and making a meaningful contribution, and encourage a sustainable pace with high - levels of quality for the team • Any other activities as assigned from time to time 	<ul style="list-style-type: none"> • Handling the overall finance vertical of the concerned project • Co-ordinate in implementation of guidelines/action steps/protocols concerning financial aspects such as Fund release, Stipend, Reimbursement, Project expenses etc. across agencies • Managing the overall implementation of the formal & academic activities as per defined protocols • Management of Documents and records concerning the Project • Maintenance and sharing of concerned reports, documents and records among stakeholders • Efficient and timely handling and support in activities and financial aspects • Identifying the issues and challenges & timely co-ordination towards their resolution • Tracking & managing Reimbursement / Payment releases • Facilitation/Support concerning academic and financial aspects with respect to various Activity Verticals • Status report generation and frequent communication • Query handling, reporting and facilitating resolution • Any other activities as assigned from time to time