

<p><b>Position:</b> Project Management Analyst <span style="float: right;"><b>Position Code:</b> MII-PMA-01</span></p> <p><b>No. of Position:</b> 01[One]</p> <p><b>Consolidated Remuneration:</b> Between Rs.60,000/- to Rs.2,10,000/- Lump sum per month depending on Qualifications and Experience.</p> <p><b>Tenure:</b> The appointment shall be under 'Contract for Service' initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till Sept'2026.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Utilize quantitative methodologies to analyse economic, financial and industrial data from the biotech sector.</li> <li>▪ Create data visualizations and metrics to update the PMU's project trackers and Make in India portals.</li> <li>▪ Draft background briefs and analytical presentations for high level ministerial or departmental review meetings.</li> <li>▪ Assist in resource allocation and tracking, including managing schedules, coordinating team meetings, and ensuring resource availability to meet project requirements.</li> <li>▪ Maintain project documentation, including project plans, schedules, meeting minutes, and other relevant materials. Ensure documents are organized, version-controlled, and easily accessible.</li> <li>▪ Facilitate effective communication within the project team and with stakeholders. Coordinate meetings, distribute meeting agendas, and capture meeting minutes.</li> </ul>	<p><b>Essential Qualification:</b> B. Tech/M.sc in life sciences/ biotechnology.</p> <p>Or</p> <p>Post Graduate in Commerce/statistics/Public policy with a Diploma /PG Diploma in relevant analytical area.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Strong analytical skills with the ability to gather, analyze, and present data effectively.</li> <li>• Proficiency in project management software and tools (e.g., Microsoft Project, Trello, Jira).</li> <li>• Knowledge of project management principles and methodologies (e.g., Agile, Waterfall) or PMI certification is preferable.</li> </ul> <p><b>Experience:</b> Post Qualification, minimum 2 years of experience in strategic analysis, patent/data analytics, or working within a project management unit setup.</p> <p><b>Age Limit:</b> 30 years as on the date of closing of applications.</p>