

V A C A N C Y

CITY MANAGERS' ASSOCIATION GUJARAT requires

A Program Manager

CMAG is a professional association of City Managers' of Gujarat and its mission is to build the professional management capacity within urban local bodies and make them centres of opportunity, leadership and governance. Information exchange, management training and capacity building are key program areas.

Job Description: Conceptualizing, developing and delivering training & capacity building and advocacy programs in urban-related topics for municipal staff all over Gujarat; compiling, proof reading and designing of various CMAG publications, liaison with GOs and NGOs; general office administration, website up-dation, general reappportioning. Intensive travel within Gujarat should be expected towards organizing study tours, workshops and training programs with corporations, urban development authorities and urban local authorities.

Qualifications: Post Graduate in Urban Planning/Urban Management with 2 years experience or MBA from a recognized institution having experience of 5 years in urban related sector.

The applicant should be a self-starter and a team person having excellent communication skills, training abilities. S/he should have organizational and administrative skills. Person should be comfortable traveling and must have good networking and interpersonal skills. Working knowledge (including dictation) of English & Gujarati is preferable with fluency while computer proficiency in MS Office is a must. Remuneration of Rs.25,000/- plus pm renewable every year after review.

The position is on an Annual Contract basis (renewable). We offer reasonable consultancy fee based on previous experience and performance.

Interested candidates may send their applications alongwith necessary documents by post on below mentioned addresss. Last date of submission is 15 January 2021

City Managers' Association Gujarat

First Floor, AMC Office, Dr. Ramanbhai Patel Bhavan, West Zone Office,
Usmanpura Cross Roads,
Ahmedabad-380013.