

Project Officer (Code: PO)

Responsibilities

- To assist Project Managers in successful and timely execution of all EDII Projects such as; cluster development, new enterprise creation, social entrepreneurship, skill enhancement programmes, etc.
- To act as a link between stakeholders at the community level and EDII.
- To coordinate all the projects related activities.
- To assist whenever required in carrying out survey/research reports.
- To document post project activities.
- To follow guidance/directions/instructions given by the superiors.
- To mobilize, organize and monitor other outreach activities as per the requirement of the project in the field, including various stakeholder meetings.
- To collect data for Management Information System (MIS) in coordination with R&D Officer
- To carry out field activities as and when needed, network with organizations, liaison with government, prepare Bid/RFP/EOI documents and carrying out all project activities.
- To maintain and timely submission of administrative and accounting documents.
- To report regularly on the status of the assigned initiatives to the Head and Project Directors
- To systematically maintain all the relevant project documents & records.