

Vacancy for the Position of Programme Executive in Director General Office, MANAGE

Name of the Office	Director General Office, MANAGE
Name of the position	Programme Executive
Number of positions	One
Place of work	Director General Office, MANAGE, Hyderabad
Duration of Assignment	Initially for one year, extendable further based on performance.
Monthly Salary	Consolidated remuneration of Rs.36,000/-
Qualification	Post-Graduation
Experience	<ol style="list-style-type: none">1. 10 years working experience in International Institutes / National Institutes.2. Association with International Trainings, Schemes implementation or other Academic Activities.3. Proficient Computer Skills.4. Good oral and written communication skills suiting to reputed institute.5. Certificate in English Typewriting Higher Grade6. Assisting Senior Officials in reputed institute.7. Ability to work in team.
Age	50 yrs.
Nature of Job	<ul style="list-style-type: none">❖ Assisting PS to Director General in day to day activities.❖ Drafting, typing, Correspondence with other organizations.❖ Communication receiving/ sending from Director General Office❖ Receiving, disseminating and distribution of files.❖ Any other activities assigned by PS to Director General