



## Annexure 2

### **Project Associate**

#### **1. Key Responsibilities:**

- ◆ Assist in creating project activity plans, schedules, and timelines while coordinating tasks to ensure timely delivery of outcomes.
- ◆ Monitor and ensure project deliverables meet quality standards and conduct post-project evaluations to identify improvement areas.
- ◆ Organize and facilitate meetings, prepare agendas, document minutes, and maintain clear communication across all project levels.
- ◆ Assist with budgeting, expense tracking, and reporting to ensure projects stay within the approved budget.
- ◆ Maintain accessible project documentation and deliver status reports and presentations.
- ◆ Efficiently allocate resources, including personnel, budget, and materials, to meet project demands.

#### **2. Skill set/ Competencies required:**

- ◆ Proficiency in planning, scheduling, and tracking project tasks using tools like MS Project, Trello, or Asana.
- ◆ Ability to manage multiple tasks, meet deadlines, and ensure smooth workflow across teams.
- ◆ Strong verbal and written communication skills for meeting facilitation, agenda preparation, and status reporting.
- ◆ Attention to detail in monitoring project deliverables, conducting reviews, and identifying improvement areas.
- ◆ Basic knowledge of expense tracking, financial reporting, and ensuring cost-effective resource allocation.
- ◆ Ability to work with cross-functional teams, ensuring clear communication and efficient resource allocation.
- ◆ Analytical mindset to handle challenges, adapt to changes, and optimize project workflows.
- ◆ Familiarity with project management software (MS Excel, PowerPoint, JIRA) and document management tools (Google Drive, SharePoint).

#### **3. Exposure to any particular industry of area of work:**

- ◆ Experience in any industrial sector with strong project management skills.

## **Data Analyst**

### **1. Key Responsibilities:**

- ◆ Gather data from defined sources, industry reports, government databases, and technology providers.
- ◆ Performing Cleaning, processing, and analyzing of data using statistical and machine learning techniques to derive insights.
- ◆ Assisting in creating project activity plans, schedules, and timelines while coordinating tasks to ensure timely delivery of outcomes.
- ◆ Creating interactive visualizations and reports using Power BI, Tableau, or Python for stakeholders.
- ◆ Providing data-driven suggestions for technology adoption and policy support in MSMEs.

### **2. Skill set/ Competencies required:**

- ◆ Candidates must possess excellent communication and interpersonal skills and be proficient in English, Hindi, and Telugu.
- ◆ The candidate should possess skills in creating dashboards using PowerBI and AI tools.
- ◆ Proficiency in MS Office Suite (Excel, Word, PowerPoint) for creating project documentation.
- ◆ Strong exposure to industrial environment.
- ◆ Should have good presentation skills using PowerBI

### **3. Exposure to any particular industry of area of work:**

- ◆ Exposure to any data driven project work fields.