

Job Description: Swarnandhra Vision Management Unit (SVMU) Professionals

Job Title

SVMU Professional

Roles & Responsibilities

The **SVMU Professional** is responsible for providing high-level administrative support to the Hon'ble Minister, ensuring efficient communication, coordination, and management of the Minister's priorities. Acting as the primary point of contact, the SVMU Professional will manage the Minister's schedule, prepare briefings, and ensure the effective utilization of the Minister's time.

Key Responsibilities:

1. Scheduling and Coordination:

- Manage and prioritize the Minister's daily, weekly, and monthly schedule.
- Organize meetings, conferences, and appointments, ensuring alignment with the Minister's priorities.
- Coordinate with departmental officials, stakeholders, and external partners for seamless scheduling.

2. Communication Management:

- Act as the point of contact between the Minister, departmental officials, and other key stakeholders.
- Draft, review, and manage all official communications, including emails, letters, and memos.
- Handle confidential and sensitive information with discretion.

3. Briefing and Documentation:

- Prepare briefing materials, reports, and presentations for meetings and official engagements.
- Conduct research and compile data to support the Minister's decision-making process.
- Maintain records of meetings, follow up on action items, and ensure timely execution of tasks.

4. Event and Project Management:

- Assist in planning and organizing official events, workshops, and public engagements.
- Oversee special projects as assigned by the Minister, ensuring timely completion.
- Liaise with relevant departments for the implementation of government initiatives.

5. Stakeholder Engagement:

- Build and maintain relationships with key stakeholders in government.
- Coordinate with the Minister's office to address public grievances and concerns related to the respective departments.
- Ensure effective communication of government policies and initiatives to the public.

6. Travel and Logistics:

- Manage the Minister's travel plans, including itinerary, accommodations, and transportation
- Prepare travel briefs, ensuring the Minister is well-prepared for engagements during official trips.
- Ensure all logistical arrangements for the Minister's travel are handled efficiently.

7. Office Management:

- Supervise and coordinate the administrative functions of the Minister's office.
- Ensure the smooth operation of the office, including the management of staff, resources, and equipment.
- Oversee budget management and financial records related to the Minister's office expenses.

Essential Qualification	<ul style="list-style-type: none">• Master's degree in Business Administration (MBA) from an accredited institution or University.
Skill set	<ol style="list-style-type: none">1. Excellent Organisational and time management skills.2. Knowledge of MS office suite (Power point, Word, Excel) and digital communication tools.3. Strong interpersonal, written, and verbal communication skills in English and Telugu4. Ability to handle multiple tasks under tight deadlines with high attention to detail.5. Leadership and Team management.6. Demonstrated commitment to public service and a passion for making a positive impact in the community or society at large.
Preferred Experience	<ul style="list-style-type: none">• 3 years of experience in a similar role, preferably in government or Public Administration
Upper Age Limit	<ul style="list-style-type: none">• Upto 40 Years (as on 01.01.2025)
Salary	<ul style="list-style-type: none">• Rs.60,000 per month
Reporting Structure	<ul style="list-style-type: none">• SVMU Professionals will report directly to the Hon'ble Minister and work closely with the Minister's senior staff and department heads
Key Performance Indicators	<ul style="list-style-type: none">• Efficiency in managing the Minister's schedule and engagements.• Quality and timeliness of briefing materials and reports.• Successful coordination and execution of official events and projects.• Effectiveness in managing communication and stakeholder relationships.• Overall smooth operation and management of the Minister's office.
Selection Process	Candidates will be selected based on their: <ol style="list-style-type: none">1. Academic qualifications2. Screening Test3. Personal Interview
Mode of Appointment	<ul style="list-style-type: none">• On outsourcing basis