

## Advertisement for the post of Assistant Manager (Investment Facilitation Cell)

### IPA-Profile

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports, which are under the supervisory control of Ministry of Shipping .Over the years, IPA has consolidated its activities and grown strength and considered to be a think tank for the Major Ports with the ultimate goal of integrating the Maritime Sector.

Following is the eligibility criteria for appointment to the post of Assistant Manager (Investments Facilitation Cell).

| SI No. | Detail of Post   | Description   |
|--------|--|---|
| 1      | Name of Post   | <b>Assistant Manager (Investment Facilitation Cell)</b>   |
| 2.     | No. of Post  | One   |
| 3      | Mode of Selection  | Direct/Deputation Basis   |
| 4.     | Scale of Pay (Rs)  | Up to 60000/-   |
| 5.     | Upper age Limit for Direct Recruitment (in years)                    | Upto 40 years   |
| 6      | Education and other qualifications prescribed for direct recruitment | <ul style="list-style-type: none"><li>• Master's degree in Business Administration / Economics/ International Business/Industrial Relation / Entrepreneurship or the equivalent specialisation from recognised institution.</li></ul>   |
|        | Experience   | <ul style="list-style-type: none"><li>• At least 02 years' experience preferably in Private Sector, Business Support Organisation or Public sector.</li><li>• Work experience in Maritime Sector will be added advantage.</li><li>• Understanding of Public Funding Eco System, start-ups &amp; Tax regimes desirable.</li><li>• The persons should have very strong communication skills including business writing. Good presentation skills. Proficiency in MS Office, demonstrate proficiency in project planning, implementation &amp; monitoring.</li></ul> |
|        | Main duties & responsibilities                                       | <ul style="list-style-type: none"><li>• Handle all facilitation inquiries from the sectors.</li><li>• Monitor projects within sector to ascertain their actual investment, any other related activities</li><li>• Prepare monthly and weekly monitoring report</li><li>• Prepare articles / presentation to promote IFC(Investment Facilitation Cell) objectives.</li><li>• Developing content for IFC website &amp; ensuring</li></ul>   |