

EMPLOYMENT NOTIFICATION No.06/2026**Andhra Pradesh Capital Region Development Authority, Amaravati.**

2nd, 3rd, and 5th Floors, APCRDA Project Office, Rayapudi Post, Tulluru Mandal,
Amaravati, Guntur District, Andhra Pradesh – 522237.

Phone:0863-2000253 (10:00 a.m to 5:00 p.m. on working days),

Email:recruitment@apcrda.org

Rc.No. MAU61-OPCS0CNTE(APPT)/11/2026-HR, Dt.13-08-2026.

Notification is hereby issued for engaging the services of One (01) Deputy Director and Two (02) Assistant Directors in the Strategy division in APCRDA, Amaravati on contract basis. Online application is available on the website <https://crda.ap.gov.in> in

careers tab and can be submitted from dt.14.08.2026 to dt.27.08.2026. The details are as follows:

S.No	Name of the Position	No. of Posts	Prescribed Qualifications & Experience	Role / Tasks to be performed
1	Deputy Director	01	- Master's Degree in Business Administration (MBA) with relevant specialisation; or Master's Degree in International Relations, Public Policy, Economics, Urban Planning, Development Studies, Law or any other relevant discipline. - Minimum 5 years of post-qualification professional experience, including experience in international engagement / relations, multilateral agency engagement and institutional frameworks. - Prior experience of working with Multilateral agencies or in a government international-cooperation cell, and dealing with institutional strategic affairs. - Demonstrated experience in managing international partnership agreements or programs, supervising team and senior-level stakeholder relationships, and institutional arrangements. Core Competencies : Assessed independently of sector background: (a) analytical rigour — ability to interrogate data, financial models	Works with the Director Strategy on the organization's strategy and execution for engaging bilateral/ multilateral agencies, foreign governments, and international development partners. Acts as the a) primary bridge between the organization's leadership and external partners such as the UN-Habitat, foreign missions/ consulates; b) facilitator for studying and development of systems for city governance and utility management; ensuring program alignment with broader Amaravati city development goals. - The overall international partnerships strategy, identifying new collaboration opportunities (MoUs, technical cooperation, knowledge exchange, co-financing) - Discussing and structuring of MoUs and partnership agreements - Represent the organization in high-level dialogues, missions, and international delegations/site visits - Dealing with institutional development matters - Cross-departmental coordination and oversee protocol, communications, and visibility for international engagements

			and policy documents and draw defensible conclusions; • (b) structured problem-solving — ability to frame an ambiguous problem, weigh options and recommend a course of action; • (c) written and oral communication — ability to draft crisp notes, RfPs and briefing material and to hold their own in senior-level and international forums; • (d) initiative and ownership in a fast-moving environment.	• Present progress and strategic updates to senior leadership and government • Support research on potential new partners and comparative international practices
2	Assistant Director	02	• Master's Degree in Business Administration (MBA) with relevant specialization; or Master's Degree in International Relations, Public Policy, Economics, Urban Planning, Development Studies, Law or any other relevant discipline. • Minimum 2 years of post-qualification professional experience, including exposure to any one of: government liaison work, international program coordination, or institutional/policy matters. • Familiarity with documentation cycles (concept notes, progress reports) • Experience with documentation, correspondence drafting, and stakeholder coordination in a formal/government or multilateral setting Core Competencies. • Assessed independently of sector background: • (a) analytical ability — comfort working with data, spreadsheets and research material to produce clear findings; • (b) problem-solving — resourcefulness in unblocking coordination and documentation issues without escalation; • (c) communication — clarity and accuracy in drafting	• Supports the Deputy Director in the operational execution of international partnership activities — managing communications, documentation, coordination logistics, and follow-ups with international stakeholders and in the institutional matters. • Draft and manage correspondence, notes, and briefing material for international stakeholder engagement. • Coordinate logistics for delegation visits, meetings, and site visits (itineraries, running orders, protocol). • Track action items and follow-ups from partnership meetings (e.g., MoU implementation, joint working groups). • Document and research institutional arrangements for urban governance. • Assist in preparing presentations, technical notes, and progress reports for donor reviews. • Liaise with internal departments to gather inputs needed for reporting and compliance. • Maintain a repository of agreements, correspondence, and partnership documentation. • Provide administrative and analytical support during negotiations.

			correspondence, notes and presentations in English; • (d) diligence in follow-through and attention to detail.	
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Place of Work: APCRDA, Amaravati, Guntur District.

Requirement: Immediate.

Salary: A fixed monthly consolidated pay of Rs.1,50,000 /- will be offered to Deputy Director and Rs.1,00,000/- to Assistant Director commensurate with experience.

Contract Tenure: One Year

Other Information: Apply through APCRDA website <https://crda.ap.gov.in> only as applications received through any other source /mode will not be processed.

Posts are subject to vary based on the need of the project and APCRDA reserves the right to fill or not fill the notified posts or to alter /modify/cancel the entire notification.

For further details, please visit APCRDA website <https://crda.ap.gov.in>.

Vijay Rama Raju V I.A.S,
Commissioner,
APCRDA, Amaravati.