

ANDHRA PRADESH CAPITAL REGION DEVELOPMENT AUTHORITY

Lenin Centre, Governor pet, Vijayawada – 520 002 (A.P)

EMPLOYMENT NOTIFICATION No. 10/2018

Rc.No. HR/3509/2018,

Dt.31.08.2018

Notification is hereby issued for the following positions in Planning Division of APCRDA, **Vijayawada** on contract basis. Applications are invited from the eligible candidates to work on contract basis for an initial period for one year extendable up to Three years.

Post name	Education Qualification and Relevant Exp.in years
Research Associate- Happiness & Wellbeing	Masters in Urban Planning/Urban Design; MURP or equivalent with 2 to 3 Years exp. in fields of Urban planning projects, Sustainability and Smart City Projects
No. of Posts-1	
Research Assistant- Happiness & Wellbeing	B. Plan, B. Arch with 2 years relevant exp. In Livability, Happy City and Smart Cities project during the academic course OR M. Plan, MURP, Environmental Planning or equivalent with academic work in the field of Livability or Sustainability.
No. of Posts-1	

Online application is available in the website www.crdap.gov.in in careers tab. Only online applications are accepted. The online applications can be submitted from 02.09.2018 to 11.09.2018. For further details and competencies required please visit the website www.crdap.gov.in

Sd/-Commissioner,
APCRDA

Job Description

Research Associate, Happiness & Wellbeing

Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Associate** for its **Happiness & Well-being Indexing (Planning Department)**. The Research Associate primarily will work on projects related Happiness & Wellbeing Aspects for Amaravati Capital City. Tasks include;

- Thorough research on concept of Happiness & Wellbeing the criteria, indicators and models been discussed worldwide.
- Preparing background literature material for reports and presentations
- Keeping track with consultants' work and holding regular meeting with in line departments.
- Selection of criteria, preparation of matrix and standardizing the indicators and development of assessment process to evaluate the Happiness & wellbeing Index of the city.
- Assessment of reports, presentations, or proposals submitted by consultants.
- Should be able to write detail note for media, government, public interest, or other groups.
- Work with multi discipline groups e.g. Architecture, Landscape, engineering information systems, planning, transportation and economists to collect latest development taking place in each sectors of the proposed city.

The ideal candidate should be self-directed, motivated, and highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

Academic Qualification

- **Masters degree in Urban Planning/ Urban Designing, Urban and Regional Planning, with desirable experience of 2-3 years** in fields of Urban Planning projects, Sustainability and Smart city projects
- Candidates with proven record in fields of wellbeing/ Happiness/Liveability are exempted from mandatory qualification norms.

General functions

- Preparation of reports and presentations
- Attend regular meetings and discussions, noting the highlights and preparation of action plan accordingly.
- Provide professional assistance towards development and assessment of index.
- Communicate with varied departments within the institution to obtain the updates and assessments of new developments.

Relevant Experience:

- Relevant professional experience specifically in research, sustainability consulting or Green Building and Environmental sustainability or other related experience in the consulting industry and /or private or public sector.

- Working knowledge of the primary aspects of sustainable design, Accreditation Experience in sustainability projects.
- Relevant experience in qualitative and quantitative analysis, project assessment and index development.
- Working knowledge of standards, codes and rating systems associated with sustainability and energy performance,

KNOWLEDGE

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, modelling, team player attitude and coordination of people and resources.
- **Ability** to balance various tasks assigned and organization responsibilities and maintaining deadlines.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Design** — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Law and Government** — Knowledge bye-laws, government regulations, executive orders, agency rules.
- **Transportation** — Knowledge of basic principles of transportation its relevance with Urban spaces and importance of Urban Connectivity.

SKILLS

- **Active listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding reports, guidelines, other official notes and paragraphs in work related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Presentation Skills:** Preparing and presenting the power point presentations to consultant and other team members as well
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Speaking** — Talking to others to convey information effectively.
- **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Writing** — communicating effectively in writing as appropriate for the needs of the audience. Able to write and communicate highlights of meetings.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

TOOLS & TECHNOLOGY

Tools used.

- GIS
- Laser printers
- Notebook computers
- Personal computers

WORK CONTEXT

- Electronic Mail — “Every day.”
- Telephone — “Attend all calls”
- Face-to-Face Discussions — “Every day.”
- Work With Work Group or Team — “Extremely important.”
- Deal with External consultants — “Extremely important.”
- Letters and Memos — “Every day.”
- Contact with other groups/ teams— “Contact with others most of the time.”
- Duration of Typical Work Week — “More than 40 hours.”

Application Requirements

Application deadline: 10 days from the date of notifying

Submission:

- Resume and at least two work samples representing your skills.
- Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.

Job Description

Research Assistant, Well-being & Happy city Indexing

Andhra Pradesh Capital Region Development Authority, APCRDA is seeking a **Research Assistant** for its **Well-being & Happy city Indexing (Planning Department)**. The Research Assistant primarily will work on projects related Happiness & Wellbeing Aspects for Amaravati Capital City. Tasks include;

- Thorough research on concept of Happiness & Wellbeing the criteria, indicators and models been discussed worldwide.
- Preparing background literature material for reports and presentations
- Keeping track with consultants' work and holding regular meeting with in line departments.
- Selection of criteria, preparation of matrix and standardizing the indicators and development of assessment process to evaluate the Happiness & wellbeing Index of the city.
- Assessment of reports, presentations, or proposals submitted by consultants.
- Should be able to write detail note for media, government, public interest, or other groups.
- Work with multi discipline groups e.g. Architecture, Landscape, engineering information systems, planning, transportation and economists to collect latest development taking place in each sectors of the proposed city.

The ideal candidate should be self-directed, motivated, and highly collaborative by nature, well organized, flexible and willing to pitch-in to take on tasks whenever help is needed.

Academic Qualification

- **Bachelors in Planning or Architecture with 2 years of relevant experience** in projects relevant to Liveability, Happy city and Smart cities during the academic course.
- **Or**
- **Master in Urban Planning/Urban and Regional Planning, Environmental Planning** academic work in the field of Liveability or sustainability.
- Candidates with proven record in fields of wellbeing/ Happiness/Liveability are exempted from mandatory qualification norms.

Relevant Experience:

- 0-1 years of professional or academic experience in research in field of liveability, happiness and Environmental sustainability.
- Working knowledge of the primary aspects of sustainable design, Experience in sustainability projects.
- Understanding of qualitative and quantitative analysis, project assessment and matrix development.

- Preferably with knowledge of preparation of assessment models Green building initiatives and sustainability concepts.
- Working knowledge of standards, codes and rating systems associated with sustainability and energy performance,

General functions

- Prepare reports and noting of the ongoing project.
- Provide professional assistance towards development and assessment of matrix.
- Implement, evaluate communication plan.
- Communicate with varied departments within the institution to obtain the updates and assessments of new developments.

KNOWLEDGE

- **Ability** - to balance various tasks and organization responsibilities and deadlines while maintaining professionalism and quality.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Design** — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings,
- **Law and Government** — Knowledge of laws, government regulations, executive orders, design and building standards. Preferably aware of green building rating systems.
- **Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

SKILLS

- **Active listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding reports, guidelines, other official notes and paragraphs in work related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Presentation Skills:** Preparing and presenting the power point presentations to consultant and other team members as well
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Speaking** — Talking to others to convey information effectively.

- **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Writing** — communicating effectively in writing as appropriate for the needs of the audience. Able to write and communicate highlights of meetings.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

TOOLS & TECHNOLOGY

Tools used.

- Global Information system
- Laser printers
- Notebook computers
- Personal computers

WORK CONTEXT

- Electronic Mail — “Every day.”
- Telephone — “Attend all calls”
- Face-to-Face Discussions — “Every day.”
- Work With Work Group or Team — “Extremely important.”
- Deal with External Customers — “Extremely important.”
- Duration of Typical Work Week — “More than 40 hours.”
- Information sharing- “Every Day” able to share latest update/ news of relevant subjects with the team members.

Application Requirements

Application deadline: 10 days from the date of notifying

Submission:

- Resume and at least two work samples representing your skills.
- Applicant should bring the Portfolio (Hardcopy/Electronic) during the interview.