

Job Description	
Position	Capacity Building and Change Management
Designation	Consultant
Department	PeMT(Project E-Mission Team)
Place	Bhopal
Job Code	CM-01
Job Type	Contractual ( 2 Years)

**Job Objective:**

The objective of this job is to assist the State Government in capacity building and facilitate in business process reengineering activities.

**Capacity Building**

- Identify State wide training and capacity building needs of the State Government personnel
- Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
- Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
- Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
- On need basis assist the State in identification of additional training agencies.
- Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

**Change Management**

- Provide focus on change management through efficient communication, workshops, trainings etc.
- Assist in identifying change management initiatives as part of Government Process Reengineering exercise

Profile	
Education	Desirable Skills & Experience
<p><b>Essential Criteria</b></p> <p><b>Graduation:</b> Any Discipline</p> <p><b>Post Graduation:</b> MBA / PGD (any stream)</p> <p><b>Experience:</b> 4 plus years of experience in Change Management and</p> <p>Experience of at least 2 years in implementation of large IT / e-Governance projects with emphasis on training and change management</p>	<p>Experience of having led business process re-engineering / process improvement engagement is desirable</p>