

Position	Executive- Program Management (Program Executive)
Nos of Vacancy	One
Department	Implementation of e-Mail policy, MAP_IT, DS&T, GoMP
Reports To	Nodal officer, MAP_IT
Location	Bhopal
Tenure	2 years (extendable)
Nature of Engagement	Contractual
Education & Experience	<p>Essential Criteria</p> <p>Qualification: Any Graduate/Post Graduate in Computer Science from recognized university in India.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 3 years of experience in Project Coordination of IT/e-governance/other projects. - Working knowledge of MS-Office & Internet is must. <p>Desirable Criteria</p> <ul style="list-style-type: none"> - Experience of IT projects is preferred - Experience in Email ID creation; VPN and Outlook configuration would be preferred -Experience of working with a government set up is desirable.
CTC	Up to 6.0 lacs per annum
Job Objective	The objective of this job is to coordinate & manage project related works for PMU of Email Policy in the state.
Primary responsibilities	<ol style="list-style-type: none"> 1. Documentation, Recording Minutes of Project Meetings, Report Preparation & Record keeping. 2. Excellent verbal and written communication (both English and Hindi), presentation, and interpersonal skills. 3. All works related to e-Mail creation/assistance etc 4. Coordinate HR, Admin and other related issues of Projects. 5. General clerical duties including filing, photocopying, fax and mailing. 6. Compile and analyze data, prepare reports and make recommendations. 7. Receive, verify and process the invoices as per norms. 8. Initiate correspondence with various stakeholders /departments(s) 9. Collate & verify various claim reimbursements of PMU employees & coordinate with MAP_IT HR for further processing.

	<ol style="list-style-type: none">10. Ensure monthly attendance of all the employees duly verified is shared with MAP_IT HR on due date for salary preparation.11. Plan and organize various activities in terms of periodic data collection, analysis, consolidation and presentation / regional status reporting consolidation.12. Assist in disposal of departmental queries, call center related activities and project related documentations and communications.13. Administrative and financial management of the PMU.14. Coordinate & communicate for various trainings, refresher sessions, workshops, etc15. Identify bottlenecks if any. Bring out critical issues and concerns that are and/or may, impede achieving project objective16. All other project related work.
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