

Job Description	
Position	Financial Management
Designation	Principal Consultant
Department	MAP_IT
Place	Bhopal
Job Code	FM03
Job Type	Contractual (2 Years)

Job Objective:

The objective of this job is to provide support to the Department in financial appraisal of e – governance projects. The job holder is also responsible for providing support to the matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal

- Provide guidance to project teams on long-term financial viability and sustainability of e-Governance initiatives
- Review fund utilization and provide inputs to the department as well as State
- Appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects

Contracts & Procurement

- Assist respective department in formulating procurement plans for e-Gov / IT projects
- Assist and provide guidelines to the department in developing contracts, DPR, As-Is study, RFP, LoI, Purchase Orders etc.
- Assist department in financial evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist Department in price negotiations related to IT goods/services procurement

Miscellaneous

- Liaison with various departments to ensure resolution of any financial / procurement matters concerning the State

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time Head of Department/ Reporting Authority

Profile	
Essential Criteria	Desired Skills & Experience
<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Graduate in any discipline AND • CA (Inter) /CS (Inter) /ICWA (Inter) /MBA(Finance)/ equivalent PG Diploma with specialization in Finance <p><u>Experience:-</u></p> <ul style="list-style-type: none"> • Minimum 10 years of varied experience in financial management of IT/e-Governance projects and related financial domain/ procurement 	<ul style="list-style-type: none"> - 5 years experience in bid process management, Commercial Evaluations, Project Financing and Appraisal, Project Estimations, PPP and Financial Assessments & Budgeting of IT/ e-Governance projects. - Should have worked extensively in drafting EOI, RFP, SLA and Contract Agreements - Knowledge of Procurement rules is desirable. - Should have flair of legal and contractual aspects. - Prior exposure to work with the government departments/functions/ e-Governance projects would be preferred.