

Job Description	
Position	Program Management
Designation	Principle Consultant
Department	PeMT(Project E-Mission Team)
Place	Bhopal
Job Code	PM03
Job Type	Contractual (2 Years)

Job Purpose

Provide Technical support and assist Department in Implementation of various IT Initiatives.

Roles and Responsibilities

Technology Management

- Provide technical support to department and Implementation agency as & when required, with respect to Application Architecture, Design of LAN/WAN and Internet connectivity and Overall IT Infrastructure.
- Assist in sizing of the network infrastructure including hardware and support peripherals to ensure that they support user requirements on a sustainable basis.
- Assist department in techno-functional evaluation of vendors.
- Assist and coordinate with System Integrator/ Implementation agency in understanding of processes and thereon review the technical documents.
 - Assist Department in review of Design Documents, All Policy, Plan & Methodology Documents, Bill of Material (BOM) for Solution Implementation and Other relevant Documents.
- Assist Department in testing & verification of the developed ERP System, to be per the defined specifications.
- Acts as a bridge between the core IT team and Department in translating the Department's requirements.
- Assist Department in Sign off and acceptance of critical project milestones.
- Responsible for ensuring that enterprise wide IT architectural decisions are implemented as per designs.

Project Management

- Project Planning, Monitoring and Implementation Support.
- Design and Implement the Project Management Processes within the Department to carry out effective project monitoring.
- Status reporting to all stakeholders. Continuously communicates the various project stakeholders to align them towards set program goals.
- Periodically track and assess the project risks and develop plans to mitigate such risks.
- Update all stakeholders about any dependencies and risk related to project implementation.
- Preparation of project specific documentations and presentations and further Maintain the repository of all deliverables
- Work closely with implementation /core infrastructure team and ensure proper coordination.
- Ensure the integration of the Change Management process into the full implementation Plan and identify any other new Changes required to achieve the objectives of the Implementation Plan.
- Identify implementation challenges, dependencies and integration points.
- Any other task assigned by Department within the scope of the project.

Required Qualification, Skills & Experience

Profile	
Education	Desirable Skills & Experience
<p>Essential Criteria</p> <ul style="list-style-type: none"> • Qualification: <ul style="list-style-type: none"> ○ Graduate in any discipline ○ MBA/MCA or Equivalent. • Minimum 10 years of relevant experience post MBA/MCA with at least 4 years of experience in managing life cycle of large IT / e-Governance projects • Work experience must span over 3-4 urnkey IT/e-Governance assignments. <p>* Qualification can be relaxed in case of exceptionally experienced candidates</p>	<ul style="list-style-type: none"> • Candidates having graduation in B.E / B.Tech shall be preferred • Working experience for government clients would be preferred • Experience in DPR, EOI, RFP preparation & handling the Bid Process Management would be of added advantage. • CCNA (Cisco Certified Network Administrator), MCSE (Microsoft Certified System engineer). • Experience in system architecture and integration concepts and design. • Industry certifications like PMP, PMI, Prince 2 etc.